REMINDER

Board Meeting is at the

Surrey Campus
12666 – 72nd Avenue

Cedar Building
Room 2110
(Board Room)

Directions to Campus:

- Park in parking lot off 126 Street for reserved parking. (You may park anywhere you like, but this lot is closest to the Cedar Building).

Surrey Campus
12666 72nd Avenue, Surrey
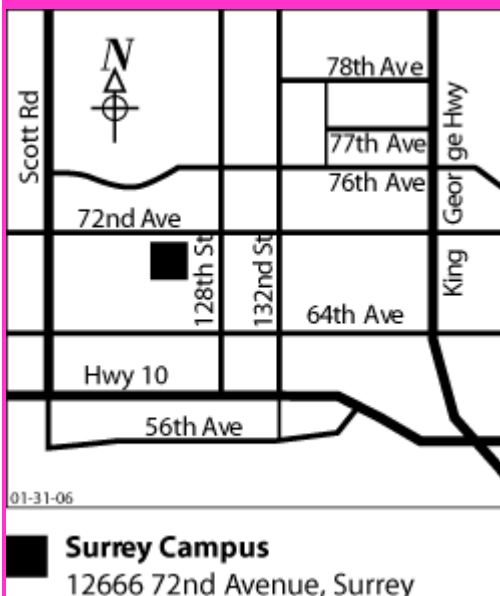
Directions to Meeting Room
- Cedar Building is the building closest to 72nd Avenue
- Board Room (2110) is on the second floor

Regular Meeting Agenda

Board of Governors
Date: November 19, 2014
Time: 3:00-7:00 pm
Location: Surrey Campus, Cedar Bldg, Rm 2110

Teleconference Numbers:
Vancouver: 604-899-2339
Toll-free: 1-877-385-4099

Access Code: 6404574#

M = Motion to Approve
D = Discussion
I = Information
E = Education

3:00 pm Regular Board Meeting
In camera Board Meeting to follow
In camera Debriefing Session to follow

Agenda Item	Resource	Action	Time	Page
Tour of Coast Capital Savings Library	**Todd Mundle**		**2:30-3:00**	
Presentation: Amazon Field School	**Lucie Gagne / Ross Laird**		**3:00-3:20**	**4**
1. Call to Order	**Shane King**		**3:20-3:21**	
2. Approval of Agenda	**Shane King**	**M**	**3:21-3:25**	**2**
3. Consent Agenda **3.1. Minutes of September 17, 2014**	**Shane King**	**M**	**3:25-3:30**	**8**
3.2. Second Quarter Financial Report		**I**		
3.3. Business & Travel Expenses Policy and Procedures		**I**		
4. Government Letter of Expectations Update	**Alan Davis**	**I**	**3:30-3:35**	**37**
5. Human Resources Committee **5.1. Employee Code of Conduct**	**Lisa Skakun**	**M**	**3:35-3:40**	**38**
5.2. Respectful Workplace Policy and Procedures	**Lisa Skakun**	**M**	**3:40-3:50**	**47**
5.3. Protected Disclosure Policy and Procedures	**Lisa Skakun**	**M**	**3:50-4:00**	**62**
5.4. HR Risks Report	**Lisa Skakun**	**I**	**4:00-4:10**	**76**
6. Governance Committee Report **6.1. Program Discontinuance: Graduate Nurse Re-entry Program**	**Shane King**	**M**	**4:10-4:15**	**79**

Regular Meeting Agenda

Board of Governors
Date: **November 19, 2014**
Time: **3:00-7:00 pm**
Location: **Surrey Campus, Cedar Bldg,**
Rm 2110

Agenda Item	Resource	Action	Time	Page
6.2. Board/Senate Task Force – Student Membership	Shane King	M	4:15-4:20	81
6.3. Board Committee Membership	Shane King	M	4:20-4:25	82
6.4. Board Retreat	Shane King	D	4:25-4:40	86
6.5. Association of Governing Boards Conference Options	Shane King	D	4:40-4:50	89
6.6. Election of Chair	Shane King	M	4:50-4:55	92
7. Finance & Audit Committee Report				
7.1. Board of Governors Budget 2015/16	Harpreet Bhatti	M	4:55-5:05	93
7.2. Finance Risk Report	Harpreet Bhatti	I	5:05-5:10	95
8. Board/Senate Task Force Report / No Report				
9. Provost's Report	Salvador Ferreras	I	5:10-5:20	116
10. President's Report	Alan Davis	I	5:20-5:30	119
10.1. Notice of Motion: Bylaw No. 4, *Fees*, Revision	Alan Davis	I	5:30-5:35	126
11. Senate Report September 29 and October 27, 2014				
11.1. President's Senate Update	Alan Davis	I	5:35-5:40	134
12. Issues and Concerns	Shane King		5:40-5:45	
13. Next Meeting Agenda Contribution	Shane King	D	5:45-5:50	
14. For the Good of the Order	Shane King	D	5:50-5:55	
15. Evaluation of the Board as a Group	Harpreet Bhatti	E	5:55-6:00	137
16. Information Package		I		139
17. Next Meeting Regular Board Meeting Wednesday, January 28, 2015 **Langley** Campus, Board Room 1030 3:00-7:00 pm				
18. Adjournment	Shane King		6:00 pm	

Board of Governors   **Regular Meeting**
Agenda Item: #   **Pre-meeting**
Meeting Date: **November 19, 2014**
Presenter(s):   **Lucie Gagne, Ross Laird**

Agenda Item: *Amazon Field School Presentation*

Action Requested:	☐ Motion to Approve ☐ Discussion ☒ Information ☒ Education

Recommended Resolution:	N/A

Key Messages: *[maximum of three]*	1. **Internationalization of curriculum prepares learners for an increasingly interdependent and interdisciplinary world, facilitates their understanding of other cultures, and fosters effective living in the global community.** 2. **The Amazon Field School at KPU offers students the opportunity to travel to the Amazon Rainforest of Columbia and engage in an intensive cross-disciplinary field study for a period of two weeks.**

Attachments: 1. Amazon Interdisciplinary Field School Overview
                 2. Potential Areas of Study

Submitted by: *Lucie Gagne, Ross Laird*

Date submitted: *November 10,, 2014*

KPU | KWANTLEN POLYTECHNIC UNIVERSITY

AMAZON INTERDISCIPLINARY FIELD SCHOOL

Internationalization of curriculum prepares learners for an increasingly interdependent and interdisciplinary world, facilitates their understanding of other cultures, and fosters effective living in the global community. Learners who travel acquire knowledge and skills useful as global citizens, increase their access to learning and employment opportunities, and promote international projects, institutional linkages, and community development.

The Amazon Field School (AFS) at KPU offers students the opportunity to travel to the Amazon Rainforest of Colombia and engage in an intensive cross-disciplinary field study for a period of 2 weeks.

The field study site, Calanoa Natural Reserve is a private natural reserve located on the banks of the Amazon River. The Calanoa Project is an initiative by Diego Samper and Marlene Escobar which aims to contribute to the conservation of biological and cultural diversity in the Amazon region by providing a setting that integrates art, design, architecture, scientific research, and community education through residencies, workshops, encounters and international meetings.

As part of the field school experience, students engage in creative, cultural and immersion activities; and contextualize their field learning by classroom-based analysis and critical reflection before and after their field experiences.

Students develop interdisciplinary skills in creativity, academic inquiry, ecology and conservation, cultural awareness, environmental design, and community development.
They become familiar with various expressive modalities of the Amazon region (e.g. writing, music, movement, fine arts, materiality, theatre, storytelling, etc.) and explore the application of those modalities in an integrative learning environment.

As part of the curriculum, students have the opportunity to work with local craftspersons.

On the left, local ceramic artists give a workshop to students in the studio at Calanoa.

On the right, a visit to a local potter's house.

During the two-week field school experience, students visit historical sites, and places of academic interest, including research centers and educational institutions. Presentations by local instructors and experts in the host country complement lectures by the instructors.

On the left, Dr. Sara Bennett of the Amazon Conservation Team (ACT) speaks to students.

The Calanoa Natural Reserve is at the very heart of the Amazon; several guided walks provide the students the opportunity to experience the Amazon rainforest.

FACULTY LEADERS

Lucie Gagné is an award winning designer with broad experience in Interior / Architectural design and project management. She has been teaching in the Interior Design program at Kwantlen Polytechnic University since 1998. In addition to teaching, she is the Coordinator of the program, and chairs and represents the department on several committees. She has developed international partnerships and has conducted field study educational travel in Canada, USA, Mexico, Chile, Colombia, Spain and Turkey.

Ross Laird is a professor and instructor in counselling, psychology, interdisciplinary expressive arts, new media, and creative writing. He has taught at many educational institutions, including Simon Fraser University, Vancouver Community College, Kwantlen Polytechnic University, The Union Institute and University, and Antioch University.

HOSTS & COLLABORATORS

Diego Samper and Marlene Escobar lived for 8 years by the Caquetá River in the Northwest Amazon, and now are leading the Calanoa Project in its new setting on the banks of the Amazon River in Colombia.

Marlene is a social communicator, book publisher, and environmental educator, and has promoted Indigenous community development through the revival of traditional art. She has led several international groups to Latin American countries, exploring their cultures and nature.

Diego is a visual artist, photographer & designer, and has a lifetime of experience as a photographer and explorer of the Amazon. His work on the Makuna people of the Northwest Amazon was published by Smithsonian Institution Press and he was invited to join a team of National Geographic and international photographers in the Ecuadorian Amazon. He regularly delivers workshops on Photography, Creativity and Aesthetic Research.

Please watch this short (10 min.) video as an introduction to the Amazon Field School experience:

Amazon Field School @ Kwantlen Polytechnic University

For more complete information about the Amazon Field School please visit:

www.AmazonFieldSchool.ca

KPU | KWANTLEN POLYTECHNIC UNIVERSITY

**Interdisciplinary Amazon Field School
Calanoa Natural Reserve, Amazonia, Colombia**

Potential Fields of Study

Institute for Sustainable Food Systems

Institute for Sustainable Horticulture

Faculty of Science and Horticulture

Nursing

Agriculture

Sustainability

Faculty of Health

Medicinal Plants

Materiality

Textiles

AMAZON FIELD SCHOOL

Technical Apparel

School of Design

School of Business

Alternative Construction methods

Faculty of Trades & Technology

Faculty of Arts

Liberal Education

Fine Arts

Anthropology

Sociology

Music

Interdisciplinary Expressive Arts

Indigenous studies

Creative Writing

Philosophy

Modern Languages Spanish

Geography

NGO & Non-profit Studies

Board of Governors   Regular Meeting
Agenda Item: #   3
Meeting Date: November 19, 2014
Presenter(s):   Shane King

Agenda Item: *Consent Agenda*

Action Requested:	X Motion to Approve
	☐ Discussion
	☐ Information
	☐ Education

Recommended Resolution:	THAT the Board of Governors approve the following items on the Consent Agenda:
	      5.1 Minutes September 17, 2014
	AND
	
	THAT the Board of Governors receive the following for information:
	      5.2 Second Quarter Financial Report
	      5.3 Business & Travel Expenses Policy and Procedures

Key Messages:
[maximum of three]

1. **The recently approved Business & Travel Expenses Policy and Procedures also applies to the Board of Governors.**

Attachments: 5.1 Minutes of September 17, 2014
                     5.2 Second Quarter Financial Report
                     5.3 Business & Travel Expenses Policy and Procedures

Submitted by: *Sandi Klassen*

Date submitted: *November 10,, 2014*

Present	**Board**	**University Vice Presidents**

Present   **Board**

Kristan Ash
Harpreet Bhatti
Upinder Chahal
Alan Davis / President
Geoff Dean
Marc Kampschuur
Shane King / Chair
Hanne Madsen
Lisa Skakun
Shira Standfield
Ken Tung
Bruce Wendel

University Vice Presidents
Sal Ferreras / Provost & VP Academic
Gordon Lee / VP Finance & Administration

University Community Members
Jennifer Au / Vice Chair, Senate
Tru Freeman / Dean, Faculty of Health
Harry Gray / AVP, Administration
Sandi Klassen / University Secretary
Lori McElroy / Executive Director, Institutional Analysis & Planning
Kathy Lylyk / Executive Director, Finance
Maggie MacKenzie / Office of University Secretary

Guests:
George Melville / Incoming Chancellor, KPU
Dr. Li / Vice President Hainan College of Vocation and Technique
Dr. Xiaobin / Vice President, Hunan Vocational College of Science and Technology
Dr. Ma / Vice President, Guangzhou Institute of Railway Technology
Dr. Jiang / Vice President Wuhan Institute of Shipbuilding Technology
Dr. Li / University of Shanghai for Science and Technology and Shanghai Publishing and Printing College
Ms. Ma / Deputy Director of International Education at the Nanjing College of Chemical Technology & Translator
Jeremy McElroy / General Manager, Kwantlen Student Association (KSA)
Steven Button / Vice President, Services, KSA

Regrets   Arvinder Bubber / Chancellor
Sandra Hoffman
Richard Hosein

Tour of the Design Faculty   Board members toured the Design Faculty prior to the Board meeting. The tour was conducted by Carolyn Robertson, Dean, Faculty of Design.

Kwantlen Student Association (KSA)   Jeremy McElroy, General Manager and Steven Button, Vice-President, Services presented an overview of the services offered by the KSA as well as a breakdown of student association fees.

1. **Call to Order**	The Chair called the meeting to order at 3:34 p.m.
Introduction of Guests	Alan Davis introduced visiting university and institute senior administrators from China who are one of three groups participating in the 3-week Vocational Education Leadership Training Program.
	Shane King introduced George Melville who will be installed as Chancellor on October 1, 2014.
	Alan Davis also introduced Dr. Jennifer Au, the new Vice Chair of Senate.
2. **Oath of Office**	*Marc Kampschuur, Upinder Chahal, Hanne Madsen, Bruce Wendel*
	New Board of Governors members were welcomed and took the oath of office. • Marc Kampschuur • Upinder Chahal
	Board Chair, Shane King, noted that Hanne Madsen and Bruce Wendel took the oath of office at a meeting held via telephone conference on August 1, 2014.
	Introductory Remarks Board Members introduced themselves.
3. **Approval of Agenda**	**The agenda was approved by consensus with the addition of 7.1 Government Letter of Expectations Addendum Signing.**
4. **Annual Declaration Signing**	Annual Declarations were signed and collected.
5. **Consent Agenda**	**Moved by Kristan Ash; seconded by Lisa Skakun:** **THAT the Board of Governors approve the following items on the Consent Agenda:** **5.1 Minutes of June 4, 2014** **AND** **THAT the Board of Governors receive the following for information:** **5.2 First Quarter Financial Report** **5.3 HSBC Investment Report** **5.4 RBC Investment Report** **5.5 Assignment of Mentors for New Board Members** **MOTION CARRIED**

| 6. | **Strategic Plan Report** | Alan Davis introduced Dr. Lori McElroy, Executive Director, Institutional Analysis and Planning who is developing the Strategic Plan Report and will be working with the Governance Committee to develop baselines and targets in each of the three themes: quality, reputation and relevance. |

Discussion followed regarding availability of educational seats south of the Fraser, meeting the educational needs of KPU's communities, market share, domestic and international recruitment, engaging adult learners, student attrition, course seat and classroom utilization, employee engagement and development of a strategic enrollment plan.

It was confirmed that the Strategic Plan Report and development of the targets and measures would be added to the next Board Governance Committee Agenda and that the employee-related measures would be presented to the Human Resources Committee.

| 7. | **Taxpayer Accountability Principles** | Alan Davis advised that Sandi Klassen, University Secretary, completed an analysis of the Board Governance Manual in light of the new requirements under the Taxpayer Accountability Principles and has identified suggested revisions. These revisions will form part of the bi-annual review of the Board Governance Manual presented to the Board for consideration. |

7.1 Government Letter of Expectations Addendum Signing

Alan Davis highlighted the previously circulated Government Letter of Expectations Addendum in support of implementation of the Taxpayer Accountability Principles, which must be signed by all Board members by September 30, 2014. Discussion followed and it was agreed that additional clarity would be sought regarding the deadline of September 30th.

| 8. | **Human Resources Committee** | *8.1 Code of Conduct* |

Alan Davis provided an overview of the work completed in drafting the KPU Code of Conduct for Employees which will be posted for university comment and followed by Board committee consultations in preparation for presentation to the Board for approval at the November 19, 2014 Board Meeting.

| 9. | **Governance Committee Report** | *9.1 Notice of Election* |

The Notice of Election for the position of Chair and, if required, the position of Vice Chair was received. It was confirmed that appointed members are eligible for the position of Chair and that the election will be held at the November 19, 2014 Board Meeting.

9.2 Program Discontinuance: Associate of Science in Biology, Associate of Science in Chemistry and Associate of Science in Physics Degrees

Moved by Kristan Ash; seconded by Lisa Skakun:
THAT the Board of Governors, with the endorsement of Senate, approve the discontinuance of the Associate of Science in Biology, Associate of Science in Chemistry and Associate of Science in Physics Degrees.
                                                        MOTION CARRIED

9.3 Program Discontinuance: Post Baccalaureate Certificate in Critical Care

Moved by Harpeet Bhatti; seconded by Bruce Wendel:
THAT the Board of Governors, with the endorsement of Senate, approve the discontinuance of the Post Baccalaureate Certificate in Critical Care.
                                                        MOTION CARRIED

9.4 Board Governance Manual Revision Task Force

The recommendation that a Task Force comprised of Board Members be appointed to review suggested revisions to the Board Governance Manual proposed by the University Secretariat was discussed.

Moved by Shane King; seconded by Geoff Dean:
THAT Hanne Madsen, Sandra Hoffman and Upinder Chahal be appointed to the Board Governance Manual Revision Task Force.
                                                        MOTION CARRIED

9.5 Board / Senate Task Force – Student Membership

The background to the establishment of the Board / Senate Task Force on Bi-Cameral Governance as a means of working together to clarify roles and responsibilities under the bi-cameral governance system was reviewed.

Discussion followed regarding the appointment of a Student Board Member and it was agreed to carry this item forward to the November 19, 2014 meeting to provide an opportunity for a discussion between the eligible Board Members.

10. Finance & Audit Committee Report

10.1 Statement of Financial Information Pursuant to the Financial Information Act (Public Bodies Report)

The Statement of Financial Information Pursuant to the Financial Information Act was presented. Discussion followed and it was confirmed that the Audited Financial Statements were approved at the June 4, 2014 meeting and that the new documentation is titled, "Other Financial Information".

Moved by Harpeet Bhatti; seconded by Shira Standfield:
THAT the Board of Governors approve the Statement of Financial
Information Pursuant to the Financial Information Act for the year ended
31 March 2014.

MOTION CARRIED

10.2 KPU's Business and Travel Policy and Procedures

Kathy Lylyk reviewed highlights of the policy and procedures, responded to a number of questions and confirmed that approval of the Business and Travel Policy and Procedures is within the authority of the President.

10.3 Requests for Proposal for External Auditors Update

It was confirmed that the external audit five-year contract with KPMG expires at the end of Fiscal Year 2014/2015 and that the Request for Proposal is being prepared.

11. Board / Senate Task Force on Bi-Cameral Governance

No report.

12. Provost's Report

12.1 Academic Plan Update

Sal Ferreras reviewed highlights of the Provost's Report and circulated the Comparative Analysis for Fall Enrollment referenced in the report.

Discussion followed regarding the Academic Plan and formation of the Implementation Task Force, enrollment, initiatives to recruit, receive and retain students, support services for students, Skills for Jobs Blueprint, domestic ESL, community engagement and new and growth areas for international student recruitment.

13. President's Report

Al Davis reviewed the background for development of the President's report that provides details of what is happening academically and administratively across the university.

13.1 Brief to Federal Standing Committee on Finance

Alan Davis referenced the Brief submitted to the House of Commons Standing Committee on Finance as part of the National consultations in preparation for the 2015 Government of Canada Federal Budget.

13.2 Budget Consultations with the Provincial Standing Committee on Finance

Alan Davis advised that KPU has been invited to participate in provincial consultations on the budget by making a written submission to the Provincial Select Standing Committee on Finance and Government Services. KPU will attend the public hearing on October 14, 2014 and is on the waiting list to present the brief.

13.3 Board Report Summary

A summary of the Report to the Board of Governors was received.

14. Senate Report May 26 and June 30, 2014

14.1 President's Senate Update

The Senate Report of May 26 and June 30, 2014 was received.

15. Issues and Concerns

No issues or concerns were identified.

16. Next Meeting Agenda Contribution

1. Appointment of a Student Board Member on the Board / Senate Task Force on Bi-Cameral Governance.
2. Follow up on the Government Letter of Expectations Addendum.
3. Code of Conduct.

4. For the Good of the Order

- The 5th Annual Essential Skills Day will be held on September 26 and it was noted that KPU has had an Essential Skills Policy for many years.
- The Farewell for Jeff Norris was well attended.
- The Governance Retreat held August 22, 2014 was well attended with strong representation from the Board.
- George Melville will be installed as Chancellor on October 1, 2014.
- Convocation is scheduled for October 2 and 3, 2014. Dianne Watts and Jane Adams will receive honorary Doctors of Laws at the October 2, 2014 ceremonies and Mike McKay will receive an honorary Doctor of Laws at the October 3, 2014 ceremony.
- Shane King and Lisa Skakun will represent KPU at BCIT's 50th Anniversary Gala. Launi Skinner and Bill Good will be receiving 50th Anniversary Honorary Doctorate degrees at the event.
- Dr. John Giesy will speak at the National Sustainability Day event scheduled for October 22, 2014 at the Langley Campus.
- Dr. Diane Purvey, Dean, Faculty of Arts is a contributor to a new book titled, "Vancouver Confidential".
- Dr. Bernstein has been announced as one of the 91 inaugural members of the College of New Scholars, Artists and Scientists of the Royal Society of Canada.

5.	Evaluation of the Board as a Group	Kristin Ash evaluated the Board's performance. Noted:

- Great contributions
- Good questions
- Reporting and metrics are excellent
- Great meeting

6.	Information Package	An information package was received.
7.	Next Meeting	Wednesday, November 19, 2014 Surrey Campus, Boardroom 2110, 3:00 p.m.
8.	Adjournment	The meeting adjourned at 6:15 pm.
Electronic Poll Results		The following motion was approved by electronic voting on June 23, 2014.

THAT one Student Governor and one Student Senator be appointed to the Board / Senate Task Force on Bi-cameral Governance.

                                                                    MOTION CARRIED

_____
Board Chair

Notes for Sept 2014 quarterly projections:

Revenues:
- Ministry Grant funding is on target to what has been indicated by the Ministry that KPU will receive for FY15. The Ministry has communicated a 3.10% decrease in funding ($1,355K decrease related to ESL, $726K related to Base Operating Grant and a small reduction of ~$50K related to change in ITA funding). However, at the end of FY14 the Ministry provided one-time funding for ESL programs of $1,361K that has been reflected as an increase in the current year budget of Grant Revenue and Salaries Expense.
- Domestic tuition is on target, the projected tuition budget included a 2% increase in enrolment fees. Enrolment growth is tracking lower than expected.
- International tuition is tracking above budget as the early indicators are that enrolments are up for the period.

Expenses:
- Salaries and benefits are on target, the projected budget factored in the increase in positions for approved new programs, progression through salary steps and across the board increases, and increase to benefits costs.
  - The salary mix has changed over prior year. Current year savings of $182K realized in Administration are being offset by increases of $502K in Staff & Auxiliaries and $890K in Instruction as a result of contracted increases effective January 2014.
  - Benefit costs have increased by 4.25 %. This is primarily a result of increase in related salaries expense and annual inflationary increases, which are expected.
- Non salary expenses are tracking higher as a total $ value, but in line with % of total budget compared to prior year at this time. KPU is continuing to encourage all faculties and units to tighten controls over non-salary spending and to spend wisely.
  - During late spring 2014 the FY15 Deficit Avoidance Plan was communicated to Faculties and Service & Administrative Areas. The Plan includes direction that all divisions reduce current year expenditures in Special Purpose Funds and Operating Fund Labour costs. Expenditure in these areas will require dual approval from University Vice Presidents.
  - It is expected that Fees and Services expense will increase in Q3 by ~$225K as a result of Internal Audit Fees associated with the Harris & Company audit work performed during the summer and early fall. These expenses have not yet been recognized in Q2.

At this time, the expectation with domestic enrolment being on target to budget, other inflationary factors and international tracking above budget; expectation is that the surplus should be similar to FY14.

Kwantlen Polytechnic University
Quarterly Projection of Operating Funds *
For Quarter Ending September 30, 2014

(in thousands)	Annual Budget FY14/15	Quarter ending September 30, 2014	Actual % of Budget FY14/15	FY13/14 Q2 Actual % of Budget FY13/14	Projection to March 31, 2015	Annual Budget FY13/14	Quarter ending September 30, 2013	Actual % of Budget FY13/14
Revenue:								
Grants	69,241	34,934	50%		69,200	70,014	35,700	51%
Domestic tuition	36,191	13,239	37%		36,000	37,531	13,117	35%
International tuition	20,358	8,697	43%		20,500	13,009	7,207	55%
Access and other fees	4,827	2,244	46%		4,800	4,732	2,185	46%
Interest, shop earnings and other income	3,640	1,915	53%		3,600	3,640	1,849	51%
	134,256	61,029	45%	46%	134,100	128,926	59,591	46%
Expenses:								
Salaries	88,508	43,675	49%		88,500	87,186	42,069	48%
Benefits	21,583	9,788	45%		21,600	20,292	9,324	46%
Salaries and benefits	110,091	53,463	49%	48%	110,100	107,478	51,394	48%
Travel and professional development	2,324	1,358	58%		2,300	2,214	574	26%
Supplies	6,033	1,502	25%		6,000	4,375	1,734	40%
Fees and services	4,209	2,213	53%		4,200	4,192	2,001	48%
Facilities	6,355	3,274	52%		6,400	5,920	2,839	48%
Leases, property taxes and insurance	358	399	111%		400	352	224	64%
Contributions to Kwantlen Polytechnic Unive	1,000	1,010	101%		1,000	1,000	1,008	101%
Transfers to/from other funds	4,935	5,170	105%		5,200	4,435	4,577	103%
Non-salary expenses	25,214	14,926	59%	58%	25,500	22,488	12,954	58%
	135,305	68,389	51%	50%	135,600	129,967	64,347	50%
Excess of revenue over expenses	(1,048)	(7,361)	702%	457%	(1,500)	(1,041)	(4,756)	457%

*** includes Revenue Generating activities**

Reconciliation of Board Approved Budget Appendix C to Appendix A

Board Approved Budget per Appendix C	133,944
OTO Increase for ACA included in Board Approved Appendix A	1,361
Total Expenses and Allocations	**135,305**

Policy No. **FM5 (E6)**	Original Effective Date	1995 02 14
Approving Jurisdiction President	Reviewed:	
Original Signed By Dr. Alan Davis	Revised:	2014 09 24
Administrative Responsibility Vice President Finance & Administration		

Business and Travel Expense Policy

A. CONTEXT AND PURPOSE

The purpose of this policy and its related procedures are to:
1. Establish guidelines and framework for reimbursement of business & travel expenses on behalf of the university;
2. Define allowable uses of business & travel expenses;
3. Establish responsibility for approval of business & travel expenses reimbursements.

B. SCOPE AND LIMITS

1. This policy covers the reimbursement of reasonable and accountable travel, hospitality and business expenses incurred while on authorized university business. This policy pertains to all employees of the university, and also extends to other individuals associated with the university and/or working on behalf of the university.

C. STATEMENT OF POLICY PRINCIPLES

1. This policy applies to all funds administered by the university. Reimbursement of travel, hospitality and business expenses is based on reasonable and accountable expenses that are incurred for authorized university business. Exceptions to this policy may occur where a granting agency specifically indicates different regulations or where stated otherwise. Other exceptions to the policy & procedures must have written approval of the Vice-President, Finance & Administration or designate. All rates applicable to this policy are reflected in Appendices 1 and 2 which may be amended from time to time.

2. In order to receive reimbursement for expenses a claim form must be completed and signed by the claimant and approved by the person to whom the claimant reports to within the organization, or in the case of entertainment, one level higher than anyone in

attendance at the function for which an expense is being claimed. If the individual that the person reports to is not the signing authority of the Fund/Org, the signing authority's signature is required as well.

3. Expense claims are to be claimed on an approved University Expense Report Form no later than the month following the expenditure. At fiscal year-end (March 31), all expense claims must be submitted by the first week of April to Financial Services Department.

4. A complete and detailed explanation regarding the purpose of the expense must be provided. All claims must be supported by original receipts.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

1. E8 Purchasing
2. E9 Signing Authority

F. RELATED PROCEDURES

1. FM5 (E6) Business and Travel
2. E9 Signing Authority
3. E8 Purchasing

G. POLICY HISTORY

Review Date	Revision Date
	2001 05 11

Policy No.		Original Effective Date	1995 02 14
FM5 (E6)			
Approving Jurisdiction President		Reviewed:	
Original Signed By Dr. Alan Davis		Revised:	2014 09 24
Administrative Responsibility Vice President Finance & Administration			

Business and Travel Expense
Procedures

A. Preamble

The following procedures apply to all Kwantlen Polytechnic University (KPU) travel and business expenses, regardless of the source of funding, unless specifically indicated otherwise by the external sponsor contract or policy guidelines. If it is unclear which travel and business expense procedure applies, contact the Director, Financial Operations. Any exceptions to the policy or procedures in this document must be pre-approved by the Vice President Finance and Administration.

B. Definitions

1. **Spending authorities:** Individuals who have been delegated financial and administrative responsibility for a fund/organization code and the signing authority to approve expenditures as defined in Signing Authority Policy BD011 (E.9) and related procedures and guidelines.

2. **One-over-one approval requirement:** Individuals claiming a payment to themselves or for their own benefit are expected to obtain a signature from their direct supervisor as well as an individual who has signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees where the grantee is also a claimant on their own fund (refer to Signing Authority Policy BD011 (E.9)).

3. **University-administered funds:** All funds that flow through the University's bank accounts, including grants, contract payments and funds held in trust.

4. **Hospitality or hosting:** The provision of food and beverages for social or recreational activities, events and functions in support of the educational, research or service activities of the University.

5. **External client:** A guest, visitor, prospective employee or student, benefactor or stakeholder (spouses/partners/family members of University employees are not considered external guests).

C. Travel

1. **Travel Purpose and Preparation**
   a. Consider alternatives to travel whenever possible. Video conferencing, teleconferencing and other methods are to be used where feasible to achieve cost savings and to mitigate the production of greenhouse emissions.
   b. Purpose for expenses incurred must relate to approved University business activities consistent with the mission of the University and must comply with University policies, contracts, professional standards, and Canadian and international laws. Departments or Faculties may have additional restrictions on travel and business expenses. These additional restrictions will be communicated and monitored by the respective departments or faculties.
   c. Domestic Travel
      i. One-over-one pre-approval must be obtained for all business travel that is outside of the Metro Vancouver and Lower Mainland requiring an overnight accommodation. (Refer to SectionC2 (b) for exceptions.)
      ii. KPU Athletic Team travel must also be pre-approved and monitored by the Director of Athletics and Recreation.
   d. International Travel
      i. International travel by the President must be pre-approved by the Board Chair.
      ii. International travel plans, including annual international recruitment travel plans, must be pre-approved by the Provost and Vice President Academic, or the Vice President, Finance and Administration.
      iii. In addition to approval of the annual international recruitment plan, international recruitment travel and activities must be pre-approved by the AVP International on a trip-by-trip or per semester basis.
      iv. Planning for international travel must consider the potential hazards and risks posted on the Department of Foreign Affairs and International Trade Canada website. The Director, Organizational Risk is available for consultation.
      v. International medical insurance coverage will be covered by the University on approved international travel. The University will not be held responsible for cost of any emergency medical aid on non-approved international travel. Refer to Section C6 (c)).
   e. Reimbursement will be paid after approved travel has occurred for any out-of-pocket travel expenses. If required, an advance can be requested. (Refer to Section G on Advances.)

2. **Accommodation**
   a. Accommodation expenses are limited to reasonable amounts which normally will not exceed the rate of a single standard room. This rate will be referenced to the provincial government rates found at the BC Government Corporate Services and CAUBO websites. Any exceptions should be approved

by the President or a Vice President and by the sponsor for externally-funded projects. Any additional charges for individuals who accompany the claimant, and are not on University business, do not qualify as allowable expenses.
b. Overnight accommodation is reimbursable for claimants when travelling more than 100 km from their home campus. Exceptions to this are travel to Vancouver Island where return trips within the same day are not feasible. Any additional exceptions to this point must be pre-approved by the Vice President, Finance and Administration, or designate.
c. Private accommodation (i.e. staying with friends, colleagues, or family) may be reimbursed at the allowance rate per night as specified in Appendix 1, Table 2. No receipts are required.

3. **Meals**
   a. Meals during travel may be claimed only when the meals fall within the travel period. Meal expenses cannot be claimed where otherwise provided for, such as meals already included in conference fees, transportation carriers, hosts, or as a part of field or course work.
   b. Meal expenses cannot be claimed when travelling between KPU campuses or when working at a campus that is not their home campus.
   c. Meals for an individual other than the claimant will not be allowed unless the expense is approved as hospitality (see Section E, Hospitality Expenses) in accordance with this Procedure. Group meals for employees travelling together may be paid for and claimed by the group member with the highest authority based on the organizational chart. If there are members of equal seniority in the group, any one person may pay and claim the expense.
   d. Meal expenses will be paid for the actual costs of food, *non-alcoholic* beverages, gratuities and taxes up to the allowable amounts specified in Appendix 1, Table 1, either through submission of an expense claim or by KPU-issued purchase card (PCard). Amounts in excess of the maximum allowable rates will either not be paid by the University or will need to be reimbursed to the University if incurred by PCard.
   e. Receipts for meals must be itemized and, if for business purposes, must include purpose of the meal and the names of individuals whose meals are being claimed.
   f. Gratuities will be paid up to the maximum rate of the meal as prescribed in Appendix 1, Table 2.
   g. Alcoholic beverages will not be reimbursed and must not be charged to a University PCard.

4. **Transportation**
   a. Travel must be by the most direct and economic travel option, with due consideration to the effective use of the traveler's time. Acceptable travel modes include air, personal vehicle, vehicle rental, train, bus, and other forms of public transportation.
   b. **Personal vehicles**
      i. Personal vehicle usage will be calculated and reimbursed as set out in Appendix 1, Table 2, and Appendix 2, up to a total which is not greater than the amount eligible under the Income Tax Act for tax-free reimbursement for the first 5,000 km of travel. A portion of the reimbursement for kilometers in excess of the calendar-year annual 5,000 km will be reported as a taxable benefit to the employee, as required by the Income Tax Act.
      Home to work and return travel (commuting) is not reimbursable.
      ii. Inter-campus travel will be reimbursed based on the intercampus distances set out in Appendix 2, Table 1.
      iii. Insurance on personal vehicles is included in the mileage (per kilometer) reimbursement rate.
      iv. Additional cost of insurance coverage on a personal vehicle for business purposes (including

inter-campus travel) beyond to and from work is reimbursable at the department's expense only where the frequency of use (as of the date of this procedure, six or more days per month) necessitates this coverage. For externally funded research projects, the expense is conditional on this being defined as an eligible expense by the funding agency.

c. **Rental vehicles**

    i.   Rental vehicles are permitted to save time and reduce costs, not as a matter of personal convenience. Rentals must be economy-class, with intermediate or smaller size vehicles utilized unless four or more persons are travelling together or there is a need to transport a significant amount of work-required equipment or materials. Provincial government rates can be found at the BC Government Corporate Services and CAUBO websites for vehicle rentals.

    ii. University employees with a valid driver's license may operate a rental vehicle for conducting business on behalf of KPU. A rental contract that clearly shows the name of the driver is required for payment by the University. Exceptions to this must be pre-approved by the Director, Organizational Risk, and the Vice President, Finance and Administration.

    iii. Insurance on rental vehicles is to be arranged by obtaining a Collision Damage Waiver (CDW) from the rental vehicle agency with the lowest possible deductible. For areas outside Canada and the United States, the renter must ensure that liability coverage is included in the rental agreement. Any insurance coverage provided by use of a personal credit card is considered additional to the purchased collision coverage and is not to be relied upon as the sole insurance for the rental. Insurance for periods greater than 30 days is the responsibility of the employee and will be reimbursed. The Director, Organizational Risk can provide the name of KPU's current insurance broker, or employees may use one of their own choosing. If the vehicle is rented using CAUBO rates, please note that their rates include Liability Insurance at the Provincial minimum requirements in Canada and at the State legislative minimum requirements in the United States. In such instances you will not need to purchase additional CDW.

d. **Air travel**

    i.   Economy Class air travel should utilize the most direct route, with due consideration to effective use of the traveler's time and is the standard for all employees. Exceptions to economy air fare must be pre-approved by the Vice President, Finance and Administration (e.g. medical or extenuating circumstances). Exceptions relating to the President must be approved by the Board Chair.

    ii. Where air travel purchased for non-employees (e.g., contractors, non-employee researchers, etc.) cannot be expensed to externally sponsored projects in advance of travel due to sponsor requirements, the sponsoring department may choose to expense it to their operating account immediately and then transfer the cost to the project after travel occurs and boarding passes are obtained. Documentation to meet external sponsor requirements must accompany the transfer request.

    iii. Air travel cancellation insurance is not reimbursable; however, the University will compensate the purchaser for the cost of cancelled or changed flights in the circumstances outlined in Appendix 3.

e. **Other transportation expenses** such as parking, road tolls, ferries, taxis, airport shuttles and public transportation are allowable expenses while travelling on University business.

5. **Flexibility for Travel Arrangements**
    a. Flexibility for travel arrangement, with prior approval from their supervising administrator or designate, may be provided to the traveler to:
        i. Extend the duration of travel to take advantage of reduced airfare. In this case the University will pay the additional hotel and meal costs, provided that the extra costs do not exceed the demonstrated savings;
        ii. Combine University travel and personal travel so long as incremental costs are paid by the traveler (refer to Section C6 (c));
        iii. Accommodate documented medical reasons;
        iv. Choose more expensive modes of transportation if the traveler pays the incremental costs with prior approval;
        v. Utilize a personal vehicle for personal convenience: the University may reimburse actual costs (kilometers driven, meals, accommodation, etc.) for the travel, but not exceeding the lowest available priced airfare (refer to Section C4 (b)(i) for potential taxable impact);
    b. Evidence and calculation of savings and/or incremental costs is required with submission for payment of expenses. (Refer to Section H7 for required supporting documentation). The University will only pay the lesser of:
        i. Actual travel expenses; or
        ii. An estimate of the minimum acceptable expenses that would have been incurred if the flexible travel arrangements outlined above were not made.

6. **Insurance Coverage Related to University Business**
    a. Work Safe BC coverage may be applicable to employees who are injured while performing University business away from their normal place of work. Inquiries are to be directed to the Manager, Occupational Health and Safety.
    b. Health insurance for domestic travel is provided by the Medical Services Plan of British Columbia (MSP). The University's Group Extended Health Benefits Plans (EHB), Group Life Insurance and Optional Life Insurance, and Accidental Death and Dismemberment are applicable to eligible employees. It is the responsibility of the traveler to ensure the adequacy of their health insurance coverage based upon the specific circumstances of their travel. Information is available from the Human Resources Department.
    c. For international travel, the Medical Services Plan of British Columbia (MSP) may provide a certain level of health insurance coverage based upon the specific circumstances of the travel. In addition, the extended health care benefit of the University's group benefit plan will provide eligible employees with coverage for Emergency Travel Assistance and Out of Country coverage while travelling outside of British Columbia on University business, subject to the terms and conditions outlined in the group benefit contract.
    d. International coverage is for business travel for employees only. It does not provide coverage for vacation travel, nor does it cover dependents. Prior to commencing business travel outside of Canada, it is the responsibility of the traveler to ensure the adequacy of their health insurance coverage, based upon their unique and individual circumstances and eligibility coverage. It is important that the employee contact the Health and Benefits Team within Human Resource Services to obtain an Emergency Travel Assistance call number and a brochure which will outline benefit details, restrictions and limitations.
    e. General liability insurance (excluding automobile) is provided for bodily injury or property claims made by third parties against persons carrying out activities while engaged in University business.

Information is available from the Director, Organizational Risk.

f. Equipment transportation insurance is the responsibility of the individual department. The University's insurance may be relied upon subject to a $25,000-$50,000 deductible that would be charged to the department in the event of a loss. Information is available from the Director, Organizational Risk.

7. Incidental Travel Expenses

a. Dry cleaning and laundry are claimable after seven days of travel.

b. Telephone calls, cell usages, mobile travel phone plan(s) or SIMM card, faxes and internet connectivity for business purposes when travelling are reimbursable. Employees are encouraged to use the cheapest alternatives available such as SKYPE, e-mails instead of faxes, and free wireless hot spots where available. Employees should not use their mobile phones for international calls or wireless internet service unless the employee has purchased the appropriate mobile phone travel plan. Except for emergency usage, such charges are the personal responsibility of employees. Employees that frequently travel internationally are encouraged to work with IET to determine the most cost-effective means of international connectivity.

c. Other incidentals may be expensed where there is a business purpose for incurring the charge; such as immunizations incurred for foreign business travel as recommended by the Public Health Act of Canada, foreign visa requirements and entry and exit processing fees.

D. Business Expenses

1. Where corporate programs (i.e. standing purchase orders) exist, these arrangements are to be utilized, and established processes are to be followed. This includes purchases relating to: office supplies, cell phones, computer equipment, furniture and fixtures, etc.

2. Political donations are not allowed. Political donations are payments to any registered political party (municipal, provincial, or federal), to any political candidate's campaign fund, or included as a component of a fee paid to attend an event such as community dinners. In addition, payments to lobbyists are not allowed.

3. Incidental charitable donations receipts obtained as a result of attending an externally hosted event must be filed with the related expense claim or PCard statement if the University will be paying for the charitable donation amount. By requesting payment, the claimant is no longer eligible to use the charitable donation receipt for personal income tax purposes.

4. Incidental prizes, greater than the nominal amount specified in Appendix 1, Table 2, won as a result of attending an event where the cost of attending is paid by the University, must be reported with the related expense claim or PCard statement or otherwise communicated to Financial Services. The prize is the property of the University and must be turned over to the Office of Advancement.

5. **Gifts or Acknowledgements**
   a. University gifts for employees, students, speakers and guests are reimbursable only for recognition such as for retirements, achievements and similar purposes up to the maximum provided in [Appendix 1](#), Table 2. Exceptions require the approval of the President or a Vice President. (Refer also to Policy G.5.)
   b. Nominal gifts from the University, for employees, students, speakers and guests, provided infrequently and of minimal value (e.g., low-cost promotional objects, souvenirs with no significant cash value, etc.) are reimbursable.
   c. For externally funded projects, gifts are not generally eligible expenses.
   d. Employees are encouraged to voluntarily contribute to gifts or acknowledgements for fellow employees.

6. **Honouraria** are tokens of appreciation for participation in a university, educational, research, or public service activity or event. Often there is no expectation of remuneration and there is no contractual obligation to pay (i.e. the service would likely be provided whether or not there is payment). All payments for honouraria must be requested using the honouraria form with the appropriate approvals, must not exceed the maximum noted in [Appendix 1](#), Table 2. (Contact Director, Financial Operations for guidelines.)

7. **Incidental out-of-pocket purchases** (e.g. parking meters, interstate tolls, tips for hotel service attendants) made by employees on behalf of the University may be reimbursed by the expense claim process described herein and subject to the limitation noted in [Appendix 1](#) for claims without receipts.

E. Hospitality expenses

1. Hospitality and entertainment charges incurred in support of the University's mission will be paid by the University provided the expenses are authorized, reasonable and appropriately documented.
   a. Pre-approval is required for <u>all</u> hospitality expenses by the administrator or designate responsible for the department/division hosting the function; or, if the administrator is also in attendance, by the appropriate higher-level administrator (one-over-one approval).
   b. Refreshments and meals during meetings involving only University employees are not normally considered a customary business expense. Exceptions must be pre-approved by the Dean or Director.
   c. Maximum normal amount per person per event is provided in [Appendix 1](#). Exceptions require the approval of the VP, Finance and Administration.
   d. External sponsors, departments and faculties may have additional restrictions on hospitality activities.
   e. Purchase of alcohol, including when hosting external clients, will not be paid for by the University unless pre-approved by the Vice President, Finance and Administration, and, for on-campus events, also approved by the B.C. Liquor Control and Licensing Branch.
   f. On-campus food service providers must be utilized for any on-campus business meetings. Exceptions are allowed when the on-campus providers are not able to meet the catering requirements.

2. **Departmental Social Functions**
    a.   Employee social functions may generally be held by departments/divisions during the year outside of any university-wide social events (some of which are addressed in Policy G.5).
    b.   Minimal impact on operational services of the University and fiscally responsible utilization of University resources should be ensured by the organizers of such events.
    c.   Maximum normal amount per person per event is provided in Appendix 1, Table 2.
    d.   Prior approval for such functions must be obtained by the area Vice President and sanctioned at the discretion of the administrator or designate responsible for the department/division.
    e.   Employees are encouraged to voluntarily fund, or contribute to, and organize departmental social functions.

F. Non-reimbursable Expenses

1.   Non-reimbursable expenses include, but are not limited to, the following:
    a.   Airfare purchased through a points program such as Air Miles;
    b.   Air travel cancellation insurance (see Section C4(d)(iii) and Appendix 3);
    c.   Alcohol either consumed or for gifting purposes;
    d.   Charitable donations (see Section D3);
    e.   Collision costs for a personal vehicle where the employee is at fault see Appendix 2, #7);
    f.   Costs of personal trips added to travel;
    g.   Costs resulting from failure to cancel a guaranteed reservation;
    h.   Expenses for partners, spouses or family members travelling with the claimant;
    i.   Fees and associated fees for immigrating to Canada;
    j.   Interest charges on credit cards due to late payment arising from late submission of claims for reimbursement;
    k.   Kennel costs for dogs and other pets;
    l.   Loss or damage of personal possessions while travelling;
    m.   Medical bills, prescriptions, etc., except for immunization costs incurred for foreign business travel as recommended by the Public Health Agency of Canada;
    n.   Passports and passport photographs;
    o.   Personal entertainment while travelling, including, but not limited to, visits to spa treatments, movie/live theatres, activity fees, etc.;
    p.   Political donations (see also Section D2);
    q.   Raffle tickets and 50/50 draws; and,
    r.   Traffic and parking violations.

G. Advances

1.   An advance may be requested if an employee does not have a KPU PCard and the estimated trip is over $500.00, or is travelling to areas where credit cards are not accepted. Exceptions must be approved by the Director, Financial Operations.

2. A completed Accountable Advance Form must be received in the Financial Services department up to two months or at least two weeks before the advance is required in order for an advance to be processed.

3. Signatures on the Accountable Advance Form must be obtained from the person travelling or incurring the expense and authorized by their immediate supervisor or designate as well as the signing authority of the fund/organization on a one-over-one approval basis.

4. Minimum amount for the issuance of an advance is specified in Appendix 1, Table 2.

5. Advances must be accounted for by submission of an authorized Expense Report supported by original receipts and any unused balance refunded by personal cheque.
    a. Advances must be settled by the earlier of:
        i. Within 30 days from completion of travel or when expense was incurred, or
        ii. By the fiscal year end (March 31) in which the travel was completed.
    b. Overdue outstanding advances will result in no subsequent advances being approved until the advance has been settled in full. Deduction of the outstanding amount will be made from any future expenses submitted by the individual.
    c. Outstanding advances in excess of one hundred and twenty (120) days will be charged by Financial Services to the Department which approved the advances. Any exceptions will be reviewed by the Director, financial Operations, on a case-by-case basis.

H. Claim Preparation and Documentation

The following procedures apply to all University travel and business expenses, regardless of the source of funding, unless specifically indicated otherwise by the external sponsor contract or policy guidelines. If it is unclear which travel and business expense procedure applies, contact Financial Services. The designated Expense Report is available under Resources and Forms of All Kinds on the our.Kwantlen.ca SharePoint site.

1. Reasonable actual costs are the basis of reimbursement except where allowances are provided per Appendix 1. If claimants exceed reasonable costs, only the reasonable portion is reimbursable.

2. After completing a trip, an approved Expense Report is required for out-of-town travel and is to include expenses already paid for (either by University-issued credit card or previously-paid Expense Report) and those to be reimbursed.

3. Supporting documentation such as the approved Travel Authorization Request form, proof of attendance (e.g., conference program, boarding pass, or hotel receipt) and receipts (including items paid in advance) must be submitted with Expense Report.

4. Claim submissions are due within 30 days of completing travel or incurring non-travel business expenses and must be submitted no later than March 31 of the fiscal year in which the travel was completed except for expenses incurred in March of the given fiscal year must be submitted by fiscal year-end cut-off date posted by Financial Services and will be reimbursed in April; however, the

expenses will appear in the fiscal year financial results in which they were incurred. NOTE: Reimbursement of expenses claimed for the prior fiscal year will be reviewed on a case-by-case basis by Financial Services and will only be reimbursed with the approval of the VP Finance and Administration. Expenses will not be paid if claim is submitted more than a year after being incurred.

5. Signature of the individual who incurred the expenses must be on the Expense Report.

6. Individuals may not claim the expenses of others unless there are specific circumstances where the person being reimbursed is not available to sign (e.g. Human Resource candidates, medical reasons, etc.). Same approval procedures apply in these situations (refer to Section I).

7. Expenses related to in-town or short trips and non-travel business expenses should be accumulated and submitted at the end of each month.

8. Supporting documentation is required to be submitted with claims. It is the responsibility of the claimant to ensure that they can provide supportive evidence (e.g. detailed receipts) with their claims. Credit card receipts or photocopies will not be accepted for reimbursement.
   a. Approved Travel Authorization Request form showing approval of travel prior to expenses being incurred is required with the Expense Report.
   b. Original receipts with itemized charges are required to support claims.
      i. Receipts for meals must be itemized and must include purpose of the meal and the names of the individuals whose meals are being claimed.
      ii. Receipts for gift cards must specify the purpose and the activity for which the gift cards were purchased. For audit purposes, departments should maintain supporting documentation on who the gift cards were issued to and when.
   c. Identification of people for whom business expenses were incurred, in addition to the claimant, must be included in the claim.
   d. Flight itineraries, invoices and boarding passes (including printed electronic boarding passes) are to be submitted when completing the Expense Report.
   e. Two online quotes (e.g. Expedia, Travelocity, etc.) from when the original booking was made are required when flexible travel arrangements (Section C5) are exercised. The lower of the two quotes will be used to determine the amount that will be reimbursed.
   f. Detailed mobile device statements must be submitted for reimbursement if an employee has been authorized by their VP to use their personal mobile device, reimbursable up to current KPU basic monthly mobile rate. Contact IET for the most current basic monthly rate.

9. Expenses where receipts are not available or are lost may be eligible for reimbursement when a reasonable explanation is provided. For individual expenses without receipts exceeding the amount specified in Appendix 1, Table 2, approval must be obtained from the VP, Finance and Administration before the claim can be processed.

10. Organization of receipts in the order of travel will expedite the process. To facilitate processing and reduce risk of receipts being lost, please tape small receipts to a sheet of plain paper when preparing the claim.

11. Foreign exchange rates used to convert receipts expressed in other currencies to the Canadian Dollar should be based on the Bank of Canada's monthly exchange rates. Alternatively, an exchange slip

provided by a bank or currency exchange house; the exchange rate applied on a credit card purchase; or historical exchange rates published by credible financial institutions may be used by the University to reimburse eligible expenses incurred in a foreign currency.

12. Non-employees (i.e., persons who are not being paid through the KPU payroll, such as students, Board members, guest speakers, or retired faculty members) do not have access to the Expense Reports. Knowledgeable representatives from the related department may assist non-employees in completing claims forms.

I. Approval

1. Approval of the expense claim must be completed by the fund/organization signing authority or delegate to indicate that he/she has ensured the claim is complete, all receipts have been attached, and expenses claimed are legitimate. The President's claims must be approved by the Board Chair. Individuals authorizing claims are responsible for exercising judgment in applying the intent of this Policy, its Procedure and the requirements of external funding sponsors.

2. Any individual claiming a payment to themselves or for their own benefit must obtain a signature from their direct supervisor and an individual who has signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees where the grantee is also a claimant on their own fund.

3. Externally funded travel and business expenses may be subject to additional requirements as outlined by the grantor. Financial Services can provide further direction if required. For example, visiting researchers whose travel is paid from Tri-Council funding, must have claims approved by the Dean in addition to the fund/organization signing authority or delegate /Principal Investigator.

J. Processing

1. Financial Services is responsible for the administration of this policy and procedure and is authorized to review any claim and obtain further clarification if necessary and make adjustments to amounts incorrectly calculated or recorded, prior to releasing payment. For items not specifically addressed, or for interpretation of this Policy or Procedure, clarification should be obtained from a Financial Services manager. Any exceptions to this Policy or Procedure must be obtained in advance from the VP, Finance and Administration.

2. Incomplete claims may either be returned to the claimant for completion in full or have questionable amounts deducted, with the net amount being paid and the claimant informed of the discrepancy, enabling the matters of concern to be resolved and resubmitted where appropriate.

3. Payments to employees are made electronically to the claimant's bank account, and email notification is provided to the claimant. It is the responsibility of the employee to ensure that KPU has the correct banking information.

K. Related Policies, Procedures and Guidelines

1. [FM5 (E6) Business and Travel Expense Policy](#)
2. [E.8 Purchasing](#)
3. [E.9 Signing Authority Policy](#) / [Procedures](#)
4. [E.22 Travel Risk Reduction](#)
5. [G.5 Service Recognition](#)
6. [AD102 Administration and Control of Research and Special Funds Policy](#) / [Procedures](#)
7. Human Resource Relocation Guidelines

L. Procedures History

Reviewed	Revised
	2001 05 11

The following rates apply except in those circumstances where otherwise specified in a collective agreement or contract:

Table 1: Allowable Meal Expenses (including tips and taxes) while on travel status (Section C (3)(d)):

Effective April 1, 2013	Single Meal	Breakfast and Lunch	Lunch and Dinner	Dinner and Breakfast	Full Day
Breakfast	20.00				
Lunch	20.00				
Dinner	35.00				
Total	**75.00**	**40.00**	**55.00**	**55.00**	**75.00**

Table 2: Other Expenses

Reimbursement	Rates Effective April 1, 2013 (unless otherwise noted)
Private Accommodation (Procedure, Section C (2)(c)).	$35.00/night Receipts not required
Gratuities on Meals (Procedure, Section C (3)(f)).	15% maximum
Personal Vehicle Usage (Procedure, Section C (4)(b)(i)).	$0.50/kilometer Receipts not required *Effective April 1, 2008.*
Incidental Prizes (Procedure, Section D (4))	$250.00 maximum Prizes over $250.00 must be reported
Gifts (Procedure, Section D (5)(a)).	$75.00 maximum **Exception:** Entertainment and gifts are ineligible on externally sponsored grants and contracts unless written sponsor approval has been provided.
Honourarium (Procedure, Section D(6)).	$500.00 maximum
Hospitality Expenses (Procedure, Section E (1)(c)).	$50.00/person, per event
Departmental Social Functions (Procedure, Section E (2)(c)).	$25.00/person, per event
Travel Advances (Procedure, Section G (4)).	$500.00 minimum

Missing Receipts (Procedure, Section H (9)).	$50.00 Amounts greater than this require the approval of the VP Finance and Administration.

Personal Vehicle and Mileage Reimbursements (Procedure, Sections C (4)(b)(i) and C (4)(b)(ii))

1. When a personal vehicle is used for travel on University business, for authorized travel from one's normal place of work to destination and return, mileage is calculated by applying the mileage (kilometer) rate (see Appendix 1, Table 1) to the actual driving distance travelled while on University business, by the most direct route and subject to #3 and #4 below.

2. Mileage and other transportation costs incurred in travelling to and from the employee's home and the normal place of work are not allowable travel expenses.

3. For authorized travel directly to locations other than the normal place of work (home campus) from home, where the actual driving distance is greater than the distance regularly traveled from your home to your normal place of work, the mileage differential will be compensated. The same applies when travelling home from locations other than the normal place of work (home campus).

4. For travel to and from campuses, mileage calculation should be based on the predetermined mileage between campuses as specified in Table 1 below.

5. Where the use of a personal vehicle for University business outside the Metro Vancouver and Lower Mainland is selected by personal preference, reimbursement will be on the basis of actual mileage driven by the most direct route and should not exceed full economy airfare. The employee must attach an airfare quote as specified in Section H (8)(v).

6. In situations where it is more economical for two or more people to travel together for the same business trip outside the Metro Vancouver and Lower Mainland, carpooling is encouraged. Mileage costs can be claimed by the driver or owner of the vehicle only if the individual is a KPU employee.

7. Under no circumstances will the University reimburse traffic violations, parking offense tickets, towing charges, automobile repairs or insurance deductibles related to accidents where the employee is liable. If the employee is not liable, and is on authorized University business, the University will reimburse the insurance deductible to the employee.

Faculty Inter-Campus Mileage

Faculty members with multi-campus instructional schedules are entitled to reimbursement for mileage for regularly scheduled pre-approved inter-campus trips in accordance with Article 12.10 of the KFA collective agreement. This reimbursement should be claimed using Form A1027 Weekly Time-Table & Kilometer Report.

Table 1: Mileage Between KPU Campuses (Procedure, Section C (4)(b)(ii))

	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
From SURREY Campus to:				
One Way	24 km	19 km	14 km	-
Return	48 km	38 km	28 km	-
From LANGLEY Campus to:				
One way	43 km	-	7 km	19 km
Return	86 km	-	14 km	38 km
From CLOVERDALE Campus to:				
One Way	37 km	7 km	-	14 km
Return	74 km	14 km	-	28 km
From RICHMOND Campus to:				
One Way	-	43 km	37 km	24 km
Return	-	86 km	74 km	48 km

Airfare Cancellation

The University will reimburse the individual or the department where cancellation prior to the scheduled departure is necessitated by:

1. sickness, bodily injury or death of the individual, or a member of the individual's immediate family;

2. terrorism in a country originally ticketed which leads the Canadian Government to issue a general recommendation that Canadians should not travel within that country for a period that would include the individual's scheduled trip;

3. a disaster which renders the principal residence of the individual uninhabitable or the individual's place of business inoperative;

4. quarantine or hijacking of the individual;

5. the individual being called for jury duty or being subpoenaed as a witness in a case being heard during the period of the trip;

6. the death or hospitalization of the individual's host at destination;

7. cancellation of a business meeting by the parties who had arranged the meeting;

8. being summoned to service in the case of reservists, active military, police and fire personnel;

9. non-issuance of a travel visa for reasons beyond the control of the individual, other than late application or a refusal of a prior application;

10. complications of pregnancy; and,

11. redirection of activities by the University.

	Board of Governors	**Regular Meeting**
	Agenda Item: #	**4**
	Meeting Date:	**November 19, 2014**
	Presenter(s):	**Alan Davis**

Agenda Item: *Government Letter of Expectations Update*

Action Requested:	☐ Motion to Approve ☐ Discussion ☒ Information ☐ Education

Recommended Resolution:	N/A

Key Messages: *[maximum of three]*	1. **All Board Members signed off on the addendum to the Government Letter of Expectations.** 2. **The document with signatures has been posted on the Board website, as required by the Provincial Government.**

Attachments:

Submitted by: *Sandi Klassen*

Date submitted: *November 10,, 2014*

	Board of Governors	Regular Meeting
	Board of Governors	**Regular Meeting**
	Agenda Item: #	**5.1**
	Meeting Date:	**November 19, 2014**
	Presenter(s):	**Lisa Skakun**

Agenda Item:	**Employee Code of Conduct**

Action Requested:	☒ Motion to Approve ☐ Discussion ☐ Information ☐ Education

Recommended Resolution:	**THAT the Board of Governors approve the Employee Code of Conduct.**

Board Committee Report:	The Board Human Resources Committee reviewed the attached document at its November 6, 2014 meeting and recommended it to the Board of Governors for approval.
Key Messages: *[maximum of three]*	1. **The Employee Code of Conduct was sent to the Public Sector Employers' Council (PSEC) for approval.** 2. **The Code is based on a template code of conduct developed for and in consultation with the BC Association of Institute and University (BCAIU) member institutions to meet the Standards of Conduct Guidelines for the BC Public Sector (July 2014) (the Guidelines).** 3. **The Code is a broadly based document that links to the more detailed policies and procedures that support it.**
Consultations	Extensive consultations have occurred within the University in the development of the Code of Conduct, including posting it on the policy blog for comment. Various forums were held on each campus to allow for further input.
Attachments:	1. Employee Code of Conduct
Submitted by:	Human Resources Committee
Date submitted:	November 10, 2014

KWANTLEN POLYTECHNIC UNIVERSITY
EMPLOYEE CODE OF CONDUCT

Introduction

Our students and communities count on KPU to provide high quality educational opportunities that meet the needs of a wide range of students, and to conduct all its business with the highest level of professionalism, efficiency, and courtesy.

KPU's Employee Code of Conduct is built upon the principles of excellence, citizenship, and concern for the welfare of others. It embeds KPU's core values of honesty, integrity, transparency, and the maintenance of high ethical and professional standards in all of its activities.

KPU believes in the talents and good judgment of its employees. The Code is a tool intended to illustrate putting KPU's values into action at work every day and to ensure consistent treatment of similar issues and situations.

The Code is supported by KPU policies and procedures that set out expectations and responsibilities in more detail. KPU policies are crafted in the context of a polytechnic university with a mandate to serve its region through teaching, research and services and its commitment to academic freedom, synergistic community relationships and achieving the goals of its strategic plan: relevance, quality and reputation.

The Code is not intended to override or derogate from but to complement University policies, procedures, regulations, as well as collective agreements, terms and conditions of employment, and professional codes with which employees must comply.

The Code applies to all KPU employees: full-time, part-time, temporary, on-call, and those providing services on contract. Each employee is responsible for familiarizing him/her self with the provisions of the Code and ensuring that she/he complies with them.

Any employee who is unsure whether an action may be contrary to the Code, is responsible for confirming this by reviewing KPU's supporting policies and procedures and/or by consulting a University official.

1. Working Environment

Kwantlen Polytechnic University is committed to providing a safe and inclusive learning and working environment characterized by respect for others, honesty, and dedication consistent with KPU's Mission, Vision and Values.

<div align="right">

Related KPU policies and documents:
Respectful Workplace Policy and Procedures
Cultural Diversity and Inclusiveness Policy and Procedures

</div>

2. Conflict of Interest

2.1. KPU employees are expected to avoid or remove themselves from situations that constitute, or create the appearance of, a conflict of interest or a situation where they are, or appear to be, under an obligation to a person who might benefit or seek to gain special consideration or favour. A conflict of interest is any situation where personal interest interferes in any way, or even appears to interfere, with the interests of KPU and making decisions with honesty and impartiality.

2.2. KPU employees are expected to carry out their responsibilities in the best interest of the University and its students, and to conduct themselves in a way that does not either compromise the ability of the University to accomplish its work or undermine confidence in the employee's ability to discharge his or her responsibilities.

2.3. The University has established a Conflict of Interest Policy to assist employees to recognize possible conflict of interest situations so that they can disclose, manage and resolve such situations. Employees are expected to understand their responsibilities as set out in the Conflict of Interest Policy and related procedures.

<div align="right">

Related KPU Policies and documents:
Conflict of Interest Policy and Procedures
KFA – KPU Collective Agreement, 2012 – 2014, Section 18.07

</div>

3. Outside Interests and Activities

3.1. KPU encourages employees to engage in professional, technical and other activities to enhance their professional growth and to participate in community service; employees are free to engage in political, professional, interest group and charitable activities. KPU recognizes that employees may also have alternate employment, participate in businesses, or receive remuneration of funds for activities outside of their employment at Kwantlen Polytechnic University. Such outside activities and interests are generally supported provided that KPU employees:
   a. avoid situations of actual or perceived conflict of interest; and
   b. ensure such participation does not impede the performance of the employee's University duties or interfere with regular University operations; and
   c. not imply that the activity is an official act of the University or University support for or sponsorship of the outside organization or its initiatives; and

d. ensure that the activity does not negatively impact upon the University's reputation or bring the University into disrepute.

3.2. Within the Conflict of Interest Policy the University has provided guidance for KPU employees regarding the identification and disclosure of outside interests and activities which could put a University employee in a conflict of commitment.

Related KPU Policies and documents:
Conflict of Interest Policy and Procedures
Political Fundraising Expenses Policy
Use of University Property Policy and Procedures

4. Gifts and Entertainment

The onus is on all KPU employees to act with integrity, use good judgement, and consider all implications before accepting gifts, entertainment, or similar favours. Specific guidelines to employees regarding gifts and entertainment related to their position at KPU are provided within the University's Conflict of Interest Policy.

Related KPU policies and documents:
Conflict of Interest Policy and Procedures
KFA – KPU Collective Agreement, 2012 – 2014, Section 18.07

5. Confidential Information

5.1. Confidential information refers to information that becomes available to an employee as a result of his or her employment, and is not otherwise generally available. Confidential information includes business, proprietary, technical, operational, financial, and legal, as well as personal information relating to personnel or students. Security and confidentiality of this information are matters of concern to KPU employees, students, and those with whom the University has working relationships.

5.2. KPU employees are expected to maintain the confidentiality of information with which they work or have access to and must protect such information from loss, theft, misuse, damage, and improper disclosure. Employees who are not certain whether information is confidential should seek guidance from their immediate supervisor or the next level supervisor/manager.

5.3. Employees are expected to immediately notify their immediate supervisor or the next level supervisor/manager, or other University official if they have reason to believe that confidential information has been lost, stolen, misused or improperly disclosed.

5.4. KPU's Confidentiality Policy clarifies the responsibilities of all employees with regard to protecting confidential information. Employees are expected to be familiar with and comply with specific policies and guidelines on confidentiality related to their responsibilities.

5.5. The requirements with respect to use, disclosure and protection of confidential information apply throughout and continue after employment with Kwantlen Polytechnic University ends.

<div align="right">
Related KPU policies and documents:
Confidentiality Policy and Procedures
Confidentiality of Student Records Policy and Procedures
Confidentiality of Prospect/Donor Research and Records Policy and Procedures
Integrity in Research Policy and Procedures
</div>

6. Privacy

6.1. Kwantlen Polytechnic University is committed to protecting the privacy of individuals from whom it collects personal information. In general, employees may access personal information only when and to the extent it is required by their job, and may only disclose personal information for authorized purposes. Employees are expected to take all reasonable steps available to protect the privacy of anyone whose personal information is held by Kwantlen Polytechnic University.

6.2. KPU employees are expected to be aware of and comply with KPU's Freedom of Information and Protection of Privacy Policy and related privacy management guidelines and procedures. KPU's Policy reflects the provisions of the British Columbia *Freedom of Information and Protection of Privacy Act* (FOIPPA) which protects personal information.

<div align="right">
Related KPU policies and documents:
Freedom of Information and Protection of Privacy Policy
Confidentiality of Student Records/Files Policy
Confidentiality Policy and Procedures
Confidentiality and Ethical Treatment of Prospect/Donor Research and Records Policy
Integrity in Research and Scholarship Policy and Procedures
Information Security Policy (in development)
</div>

7. Use of University Property and Resources

General

7.1. University property and resources are provided for University work and purposes, including teaching, learning, research and administrative purposes. KPU employees are expected to use KPU property and resources responsibly and safely in compliance with applicable University policies. University property and resources can be both tangible (e.g., buildings, furniture, equipment, vehicles, supplies, computer systems) and intangible (e.g., intellectual property, patents, use of facilities and services).

Records and Records Retention

7.2. Records are valuable University resources as they provide evidence of KPU's business activities, decisions, operations, and internal and external communications. Employees are responsible for careful preparation and maintenance of accurate and complete records.

7.3. The University is committed to the efficient and effective management of its records in accordance with approved retention and disposition schedules. Employees are responsible for compliance with the University's Records Management Program regarding the management of records in their care.

7.4. As KPU is required to comply with the information access requirements established in FOIPPA, records created by employees may be subject to an access to information request. Any records, regardless of their source, media, format or location, are the property of Kwantlen Polytechnic University and remain the property of University at the end of an individual's employment or contract.

Intellectual Property (*Policy and Procedures Under Development*)

7.5. *Kwantlen Polytechnic University has established a policy and associated procedures that apply to intellectual property created by staff, faculty, administrators and students of Kwantlen Polytechnic University, and other creators of intellectual property.*

7.6. *KPU's Intellectual Property Policy establishes appropriate recognition for intellectual property rights, proper management of intellectual property by the University, as well as compliance with applicable intellectual property rights law. Employees are required to be aware of and understand their rights and responsibilities as described in the Intellectual Property Policy.*

<u>Copyright</u>

7.7. Kwantlen Polytechnic University has established a policy and guidelines to address copyright permission, reproduction and use of copyright protected materials in accordance with applicable copyright laws. Employees are expected to be aware of and understand their rights and responsibilities as described in the Copyright Policy.

<div align="right">
Related KPU policies and documents:
Copyright Compliance Policy
KFA – KPU Collective Agreement, 2012 – 2014, Section 18.02
</div>

8. Knowledge and Compliance: Legislation, Policies and Regulations

8.1. KPU employees are expected to be familiar, and to conduct themselves in a manner consistent, with all University policies and procedures relevant to their responsibilities.

8.2. KPU employees are expected to be aware of and comply with provincial and federal legislation and regulations and other contractual or legal obligations that affect how they carry out their duties and how the University conducts business.

8.3. KPU employees are expected to be aware of and comply with all safety legislation and policies related to maintaining a healthy and safe workplace and to take all reasonable precautions to ensure their own safety and that of others.

8.4. Employees are encouraged to seek guidance from their immediate supervisor or any University official where there is a question about compliance with University policies, regulations and/or applicable legislation.

<div align="right">
Related KPU policies and documents:
Safety and Health Policy
</div>

9. Knowledge and Compliance: With the Employee Code of Conduct

9.1. Kwantlen Polytechnic University will take all reasonable steps to make the Employee Code of Conduct known to all employees. It is each KPU employee's responsibility to be familiar with the provisions of the Code and to uphold and comply with it at all times. Employees found to have violated the requirements of this Code or other University policies may be subject to disciplinary action up to and including dismissal.

9.2. KPU's Employee Code of Conduct offers guidance to employees on standards of conduct but cannot address every situation an employee may encounter. Employees who are uncertain about the appropriate course of action in a situation or who have any questions or concerns about the Code are encouraged to discuss these with their immediate supervisor, the next level supervisor/manager, or with any senior University official. Should an employee feel that these options are not appropriate for any reason, he or she may also contact the University's General Counsel or the Chair of the Finance and Audit Committee of the Board of Governors.

9.3. The President will monitor the University's compliance with this Code.

## 10.	Reporting Breaches of the Code of Conduct

10.1.	Any employee who has observed or learned of a breach of the Code or a supporting KPU policy is encouraged to report the situation to his/her immediate supervisor/manager, or a senior University official as soon as possible. There will be no reprisal against an employee for making a report in good faith, and such reports will be treated in confidence. All reports will be investigated in accordance with procedures laid out in the relevant KPU policies or, if there is no applicable policy, in the Protected Disclosure Policy and Procedures.

10.2.	Kwantlen Polytechnic University has developed a Protected Disclosure Policy to provide mechanisms through which members of the University community can confidentially disclose any suspected wrongdoing or irregularity. The Policy sets out KPU's requirements for investigation of such disclosures and confirms KPU's obligation to protect the confidentiality of persons making the disclosures and the rights of the persons against whom allegations of wrongdoing or irregularity are made.

10.3.	Members of the University community are encouraged to use the special provisions of the Protected Disclosure Policy to disclose suspected wrongdoing or irregularity only if regular channels prove ineffective or are inappropriate in the circumstances. An employee who is unsure what channel is appropriate in a particular instance may seek advice from any senior University official or the Chair of the Audit and Finance Committee of the Board of Governors. Whatever channel is used for disclosure, the principles of impartial investigation will apply.

Related KPU policies and documents:
Protected Disclosure Policy and Procedures

Approval and Review of the Code

History: This Employee Code of conduct was developed in fall 2014 to comply with the requirements of the Government of British Columbia (Minister responsible for the Public Sector Employers Act) for all BC public sector employees.

Effective Date: [xxx]
Approval Dates: [xxx]
Next Scheduled Date for Review: [xxx]
Last posted on [University/Institute] website and/or intranet: [xxx]

Supporting or Related Policies and Documents

KPU Policies Currently in Force (http:www.kpu.ca/policies):

    B.18 Integrity in Research and Scholarship Policy and Procedures
    C.04 Confidentiality of Student Records/Files Policy
    C.19 Copyright Compliance Policy
    C.21 Student Conduct Policy
    C.35 Cultural Diversity and Inclusiveness Policy and Procedures
    D.0. Information and Educational Technology Usage Policy and Procedures
    E.07 Disposal of Surplus Equipment Policy
    E.20 Freedom of Information and Protection of Privacy Policy
    G.01 Conflict of Interest Policy and Procedures (revised)
    G.02 Human Rights Policy and Procedures
    G.22 Safety and Health Policy
    G.24 Confidentiality Policy and Procedures (revised)
    H.02 Use of Institutional Name, Coat of Arms, Crest, Logo, Seal and Other Graphic
        Images Policy
    I.02 Confidentiality and Ethical Treatment of Prospect/Donor Research and Records
        Policy
    ER9 Political Fundraising Expenses Policy (unnumbered Administration policy)

KPU Policies Under Development

    RS.05 Intellectual Property Policy and Procedures (in development)
    HR24. Protected Disclosure Policy and Procedures (new)
    HR21 Respectful Workplace Policy and Procedures (new)
    BP.05 Use of University Property Policy and Procedures (new)
        Information Security Policy (in development)

Other Relevant Documents

    Directory of Records and Retention Schedule (2000)
    Freedom of Information and Protection of Privacy Act (BC)
    KFA – KPU Collective Agreement, 2012 – 2014, Section 18.02 (Copyright and Intellectual Property)
    KFA – KPU Collective Agreement, 2012 – 2014, Section 18.07 (Conflict of Interest)
    KPU Mobile Device Guidelines

Board Human Resources Committee In camera meeting
Agenda Item: #5.2
Meeting Date: November 19, 2014
Presenter(s): Lisa Skakun

Agenda Item:	**Respectful Workplace Policy and Procedures**

Action Requested:	☒ Motion to Approve ☐ Discussion ☐ Information ☐ Education

Recommended Resolution:	**THAT the Board of Governors approve the Respectful Workplace Policy and Procedures.**

Board Committee Report:	The Board Human Resources Committee reviewed the attached documents at its November 6, 2014 meeting and recommended them to the Board of Governors for approval.
Key Messages: *[maximum of three]*	1. **The policy supports the Employee Code of Conduct.** 2. **University comments closed November 5, 2014 and the comments have been considered.** 3. **A revised policy and procedures are attached.**
Consultations	Extensive consultations occurred within the University community. Legal advice from external Counsel was also received.
Attachments:	1. Respectful Workplace Policy 2. Respectful Workplace Procedures
Submitted by:	Harry Gray
Date submitted:	November 10, 2014

Policy No. **HR21**	Original Effective Date	
Approving Jurisdiction Board of Governors	Reviewed:	
Signed By Chair, Board of Governors	Revised:	
Administrative Responsibility Associate Vice President / Administration		

Respectful Workplace
Policy

A. CONTEXT AND PURPOSE

To ensure that Kwantlen Polytechnic University is a working environment where all employees are treated with dignity and respect and are free from discrimination, bullying and harassment

B. SCOPE AND LIMITS

This Policy applies to all Kwantlen Polytechnic University employees while they are engaged in any University-related activity.

Statutory and Collective Agreement Rights

This Policy and the *Respectful Workplace Complaint Resolution Procedure* should not be interpreted, administered or applied in any manner which contravenes statutory rights or obligations, or any existing rights or obligations arising out of any collective agreement. To ensure this end, the provisions set out in the *Respectful Workplace Complaint Resolution Procedure* may require modification in specific situations as reasonably necessary.

Management Rights

This Policy is not to be interpreted, administered, or applied in such a way as to detract from the right and obligation of those in supervisory roles to manage and discipline employees in accordance with the University's collective agreements, policies and procedures. The reasonable exercise of the University's management rights for operational requirements, performance management or progressive discipline are not subject to complaint under this policy.

C. STATEMENT OF POLICY PRINCIPLES

1. Employee Rights and Responsibilities

   a. All employees of the University have the right to be treated and are expected to treat others with dignity and respect, refraining from engaging in discrimination or bullying and harassment. Discrimination or bullying and harassment in our workplace are unacceptable and will not be tolerated.

   b. All employees of the University have the right to be treated equitably under this Policy.

   c. Contractors, their employees and agents, visitors to the University, University Board Members, students and other third parties are expected to treat University employees in a respectful manner, consistent with this Policy.

2. The University's Responsibility

   a. The University has a responsibility to provide a working environment where discrimination or bullying and harassment will not be tolerated and to that end, it may invoke a range of disciplinary or corrective measures.

3. Relation of this Policy to Other Rights and Responsibilities

   a. Academic Freedom

   This Policy should not be interpreted, administered, or applied to infringe on the academic freedom of employees, as described in the University's Principles of Academic Freedom and Responsibility Policy and the collective agreement between the University and the Kwantlen Faculty Association.

   b. Student Conduct Policy

   Complaints made by employees which contain allegations of bullying and harassment by students will be dealt with under the University's *Student Conduct Policy* as appropriate.

4. Education and Awareness

   a. Recognizing that education and awareness are keys to understanding, preventing and eliminating discrimination or bullying and harassment, the University will offer educational and training programs designed to support the administration of this Policy and to ensure that all employees are aware of their rights and responsibilities under this Policy.

5. Confidentiality

   a. Complainant and Respondent Confidentiality

      i. Confidentiality is required so that those who may have experienced or observed discrimination or bullying and harassment will come forward, and so that the reputations and interests of Complainants and Respondents are protected.
      ii. Confidentiality must be distinguished from anonymity. For a complaint to proceed, the identity of the Complainant(s) and the details of the complaint must be released to the Respondent(s) and those involved in any investigation and disposition of the complaint.

The Complainant(s) and Respondent(s) must therefore be prepared to be identified.

b. <u>Confidentiality of Information</u>

Dealing with complaints will require the collection, use, and disclosure of sensitive personal information. Except for disclosure which is required by law or is necessary in order to investigate and resolve a complaint of discrimination or bullying and harassment, the University will keep confidential any information pertaining to that complaint.

c. <u>The Responsibility to Maintain Confidentiality</u>

All members of the University community are required to maintain the confidentiality of any information that they may receive during the course of the complaint resolution process, particularly within the work or study area in question and in shared professional or social circles.

d. <u>Breach of Confidentiality</u>

Any person involved in a complaint process who breaches confidentiality may be subject to disciplinary measures.

e. <u>Confidentiality of Records</u>

All recorded personal information will be treated as "supplied in confidence" for the purposes of compliance with the BC *Freedom of Information and Protection of Privacy Act* and responding to access requests under that legislation.

6. Assurance of Due Process

a. All matters arising under this Policy will be dealt with in a fair, unbiased and timely manner.

7. The Burden of Proof

a. The burden is on the Complainant to establish a prima facie case of discrimination and/or bullying and harassment. In other words, the Complainant must allege facts which, if proven, would satisfy the definition of discrimination and/or bullying and harassment. If the Complainant's allegations meet this threshold, the complaint will be investigated and the Senior Administrator will determine, on a balance of probabilities based on all the evidence gathered during the investigation, whether discrimination and/or bullying and harassment occurred.

8. Protection from Retaliation

a. The filing of a complaint under this Policy, in good faith, is the right of every University employee and must be exercised without fear of reprisal.
b. Retaliation against any person who, in good faith, files a complaint or is otherwise involved in a complaint of discrimination or bullying and harassment under this Policy will not be tolerated by the University and may result in disciplinary measures.

9. Frivolous or Malicious Complaints

   a. Complaints of discrimination or bullying and harassment are serious matters. Persons who are found to have made frivolous, vexatious, or malicious complaints of discrimination or bullying and harassment may be subject to disciplinary measures.

10. Multiple Filing of Complaints

   a. If a Complainant pursues a course of action outside this Policy, such as filing a complaint under another policy or process, the Senior Administrator may decide to suspend the complaint process under this Policy pending the conclusion of the other proceeding.
   b. If the Senior Administrator determines that the substance of the complaint was appropriately dealt with in another proceeding, the Senior Administrator may dismiss or reject the complaint under this Policy.

11. Annual Review

   a. This *Respectful Workplace Policy* will be reviewed annually.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

C.06 Complaints About Instruction, Services, Employees, Students or University Policies
C.21 Student Conduct
C.35 Cultural Diversity & Inclusiveness
G.23 Violence in the Workplace
G.26 Job Accommodations for Employees
E.20 Freedom of Information & Protection of Privacy
C.41 Emergency Response to Inappropriate, Disruptive or Threatening Behaviour

Also Reference:

BCGEU Collective Agreement
KFA Collective Agreement
BC Human Rights Code

F. RELATED PROCEDURES

The procedure for making and resolving complaints made under this policy is set out in the related *Respectful Workplace Complaint Resolution Procedure*.

G. POLICY HISTORY

Review Date	Revision Date

Procedure No. **HR21**	Original Effective Date	
Approving Jurisdiction Board of Governors	Reviewed:	
Signed By Chair, Board of Governors	Revised:	
Administrative Responsibility Associate Vice President / Administration		

Respectful Workplace Complaint Resolution Procedure

A. CONTEXT AND PURPOSE

To outline how complaints made by employees under the University's *Respectful Workplace Policy* will be addressed in the context of a teaching university that strives to foster the exchange of information, ideas, beliefs and opinions and necessarily includes the discussion of potentially controversial topics. Excellence in scholarship, teaching and employment activities flows from active concern and respect for others, including their ability to participate meaningfully in the exchange of information, ideas, beliefs and opinions

Complaints by employees alleging bullying and harassment by a person in connection with a University-related activity will be dealt with by the University following the processes available to the University.

B. DEFINITIONS

The following definitions apply to the *Respectful Workplace Policy* and this *Procedure*:

1. **Academic Freedom** has the meaning set out in the University's policy statement on Principles of Academic Freedom or in the applicable collective agreement.

2. **Bullying and harassment**

   a. Includes any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that employee to be humiliated or intimidated,

   b. But excludes any reasonable action taken by the University or a supervisor relating to the management and direction of employees or the place of employment.

Examples of bullying and harassment can include but are not limited to the following types of conduct:

a. verbal aggression or insults,
b. humiliating initiation practices or hazing,
c. spreading malicious gossip or rumours about a person,
d. calling an employee derogatory names,
e. words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, insult or degrade,
f. making aggressive or threatening gestures,
g. physical assaults or threats,
h. engaging in targeted social isolation,
i. making personal attacks based on an employee's private life and/or personal traits,
j. cyber bullying and harassment.

Bullying and harassment does not include the exercise of appropriate managerial or supervisory direction, including performance management and the imposition of discipline; constructive criticism; respectful expression of differences of opinions; reasonable changes to assignments or duties; instructional techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm.

3. **Complaint** means an allegation of discrimination or bullying and harassment in contravention of this Policy

4. **Complainant** means an employee who claims to have been subject to, or observed discrimination or bullying and harassment in contravention of this Policy

5. **Discrimination** means any adverse treatment or action (verbal or behavioural), covert or overt, intentional or unintentional, that has no bona fide and reasonable justification and that has the purpose or effect of singling out an individual or group for differential treatment on the prohibited ground of race, colour, ancestry, place of origina, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, or criminal conviction that is unrelated to employment or intended employment. Discrimination includes sexual harassment as defined below.

Examples of discrimination include but are not limited to the following behaviours:

a. Words, gestures, actions, jokes, or innuendoes, the natural consequence of which is to humiliate, ridicule, insult or degrade,
b. Threats, coercion, bullying or intimidation,
c. Actual or threatened physical assault,
d. Displaying or circulating offensive pictures or other material,
e. Persistent rudeness, taunting, patronizing or ostracizing,
f. Other conduct which adversely affects a person's working or educational environment.

6. **Employee** means an employee of the University, including administrators, faculty and staff.

7. **Record of Resolution** means:

a. in the case of an informal resolution, the resolution report signed by both the Complainant and the Respondent, or

b. in the case of a finding by the responsible Senior Administrator regarding a complaint, the written report of the determination in the matter including a summary of the findings of fact and the discipline imposed, if any.

8. **Respondent** means a person who is alleged to have engaged in discrimination or bullying and harassment of a University employee in contravention of this Policy

9. **Senior Administrator** means the Vice President responsible for Finance and Administration or designate

   a. In the case of a complaint involving the Vice President responsible for Finance and Administration, the "Senior Administrator" shall be the President or designate.

   b. In the case of a complaint involving the President, the "Senior Administrator" shall be the Chair of the University's Board of Governors or designate.

   c. In the case of a complaint involving a member of the University's Board of Governors, the "Senior Administrator" shall be an appointed member of the Board selected by the Board, or an individual external to the Board and selected by the Board.

   d. Board members who are employees are dealt with as such in this policy. Board members who are students will be dealt with under Policy *C21 Student Conduct*.

10. **Sexual harassment** means conduct of a sexual nature that is unwelcome, and that detrimentally affects the work environment or leads to adverse job-related consequences.

    Examples of sexual harassment include but are not limited to the following behaviours:

    a. Unwanted touching or physical contact,
    b. Unwelcome sexual flirtations, advances or propositions,
    c. Sexually suggestive, obscene or degrading comments or gestures,
    d. Offensive jokes or remarks of a sexual nature,
    e. Leering or staring,
    f. Displaying or circulating pictures or other material of a sexual nature which are not part of the legitimate study, display, use or distribution of topics, material or art forms falling within appropriate academic norms,
    g. Unwelcome questions or remarks about a person's sex life, gender, appearance, clothing, sexual orientation,
    h. Express or implied promise of reward in return for complying with a sexually-oriented request,
    i. Reprisal, or express or implied threat of reprisal, for refusing to comply with a sexually-oriented requests.

11. **Student**: A KPU students is defined as an individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.

12. **University** means Kwantlen Polytechnic University.

13. **University-related activity** means any activity at any location that is engaged in by the University or by persons acting under the University's control. All activities on the University's campuses are University-related unless they are conducted under the control of a person, organization, association or group that is separate from the University.

C. COMPLAINT RESOLUTION PROCEDURE AND THE COLLECTIVE AGREEMENTS

All procedures outlined are subject to and must be undertaken in compliance with any applicable collective agreement requirements.

D. COMPLAINT RESOLUTION PROCEDURE

1. Resolution Before a Complaint is Filed

   a. Employees who believe they have been subject to discrimination or bullying and harassment in the workplace are encouraged to seek information and advice about informal resolution of complaints from

      i. Human Resource Services,
      ii. the Kwantlen Faculty Association,
      iii. the BC Government and Service Employees' Union.

   b. Employees who believe they have been subject to, or have observed discrimination or bullying and harassment will usually be encouraged to approach the person believed responsible in order to discuss stopping the behaviour, and/or taking corrective or remedial action.

2. Filing a Complaint

   a. If a Complainant is not satisfied with the outcome of the discussion or if a Complainant does not feel comfortable participating in such a discussion, the Complainant may proceed to file a formal complaint with the office of the Senior Administrator, which will provide the Complainant with a copy of the *Respectful Workplace Policy* and this Procedure.

   b. A complaint alleging discrimination or bullying and harassment must

      i. be signed,
      ii. be made in writing,
      iii. contain particulars of the alleged discrimination or bullying and harassment,
      iv. include the names of the Complainant(s) and the Respondent(s),
      v. provide a detailed description of the relevant facts (including dates, times and places),
      vi. provide the names of any witnesses,
      vii. propose a remedy for the situation.

   c. Except in exceptional circumstances, a complaint must be filed within 6 months of the alleged incident.

   d. If a continuing situation is alleged in a complaint, the complaint must be filed within 6 months of

the last alleged incident.

3. Complaint Review

   a. The Senior Administrator will review the complaint to determine whether the allegations, if proven, would fall within the scope of the *Respectful Workplace Policy*.

   b. The Senior Administrator may decide to interview the Complainant to assist in making this determination.

   c. If the Senior Administrator determines that the complaint does not fall within the scope of the *Respectful Workplace Policy*, the Complainant will be advised in writing of this determination and will be referred, as appropriate, to other University policies that may address the matter, or to other services within or outside the University that may be able to provide assistance.

   d. At the Senior Administrator's discretion, or upon request by the Complainant or Respondent, the complaint may be dismissed if the Senior Administrator determines that its substance has been appropriately dealt with in another proceeding.

4. Withdrawal of a Complaint

   a. Complainants may apply to the Senior Administrator to withdraw all or part of a complaint at any stage of the process.

5. Pursuance of a Complaint by the University

   a. The University's responsibility to provide a respectful workplace may require the University to initiate and/or proceed with a complaint on its own initiative.

   b. When the University decides to initiate and/or proceed with a complaint, the Senior Administrator decides which applicable University policy and procedure will be followed.

6. Notification of a Complaint

   If the Senior Administrator determines that the Complainant's allegations, if proven, would fall within the scope of the *Respectful Workplace Policy*, the Senior Administrator will provide the Respondent with

   i.   written notification,
   ii. a copy of the *Respectful Workplace Policy* and this Procedure,
   iii. the particulars of the allegations,
   iv. an invitation to make a written response to the complaint.

   a. If required by the applicable collective agreement, the Senior Administrator will provide the relevant association/union with written notification of the complaint

   b. In confidence, and on a need-to-know basis, the Senior Administrator may notify the applicable

supervisor(s) and/or other appropriate University personnel that a complaint has been made.

7. <u>Response to a Complaint</u>

   a. If the Respondent wishes to respond to the complaint, the response should

      i. be signed,
      ii. be made in writing,
      iii. contain a detailed reply to the allegations in the complaint including dates, time, places,
      iv. provide the names of any witnesses.

8. <u>Interim Measures</u>

   a. If the Senior Administrator considers it appropriate, interim measures may be put into place pending the disposition of the complaint.

   b. The Senior Administrator will make a reasonable attempt to ensure that such measures are non-punitive in nature.

9. <u>Timely Processing of Complaints</u>

   a. The University will process complaints expeditiously.

10. <u>Cooperation in the Disposition of Complaints</u>

    a. The University expects all participants to cooperate in the timely disposition of complaints.

    b. Anyone who interferes with or obstructs the timely investigation or disposition of a complaint may be subject to disciplinary action.

11. <u>Informal Resolution / Mediation</u>

    a. If the Senior Administrator deems it appropriate, and with the Complainant's and Respondent's consent, informal resolution of the complaint may be undertaken.

    b. The Senior Administrator may appoint a mediator to assist in the informal resolution of the complaint. The Senior Administrator shall not be the mediator.

    c. All communications between the parties during informal resolution meetings shall be confidential and without prejudice.

    d. If an informal resolution acceptable to both the Complainant and the Respondent is reached, the Senior Administrator shall

       i. prepare a Record of Resolution for signing by both parties,
       ii. if appropriate, provide assistance to facilitate the implementation of the terms set out in the Record of Resolution.

    e. All records of the informal resolution/mediation shall be handled subject to and in compliance

with any applicable collective agreement requirements.

    f.   Both the Complainant and Respondent have the option of withdrawing from informal Resolution/Mediation and revert to the formal process at any time.

12. Formal Investigation

    a.   If the parties do not agree to the informal resolution/mediation, if it is determined by the Senior Administrator that it is not appropriate to pursue that process, or if that process does not result in a resolution, the Senior Administrator may

        i.   make a decision about the complaint if the Senior Administrator determines it is possible to do so based on the information contained in the complaint and the response, or
        ii.   proceed to a formal investigation of the complaint.

    b.   If a formal investigation is undertaken, the Senior Administrator shall arrange for the appointment of an internal or an external investigator.

    c.   The Senior Administrator will provide the investigator with terms of reference for the investigation, copies of the complaint and the response, and the timeline for completing the investigation and report.

    d.   The investigator will

        i.   interview the Complainant to ensure a full understanding of the nature of the complaint,
        ii.   interview the Respondent to ensure that a fair opportunity to respond has been provided,
        iii.   interview any witnesses believed to have information relevant to the complaint,
        iv.   review any documents or other evidence the investigator considers relevant.

    e.   If the Complainant or the Respondent refuses to cooperate with the investigator, that individual may be subject to disciplinary measures, and the investigator may proceed with the investigation without that person's input.

    f.   After completion of the investigation, the investigator will prepare a written report setting out

        i.   the investigator's findings of fact regarding the allegations contained in the complaint,
        ii.   if applicable, the investigator's findings regarding credibility,
        iii.   any other information, findings or recommendations that have been mandated in the investigator's terms of reference.

    g.   The investigator's report will be delivered to the Senior Administrator.

    h.   Unless required by applicable collective agreement provisions or by law, the investigator's report will not be disclosed to the parties.

    i.   The investigator's and Senior Administrator's reports will be retained for seven (7) years and stored in the offices of the Senior Administrator, subject to and in compliance with any applicable

collective agreement requirements.

13. <u>Decision</u>

   a. If a formal investigation has taken place, the Senior Administrator will review the investigator's report and make a decision either dismissing or upholding the complaint, in whole or in part.

   b. If the Senior Administrator determines that the Respondent has not engaged in discrimination or bullying and harassment in violation of the *Respectful Workplace Policy*, the Senior Administrator will

      i. dismiss the complaint,
      ii. prepare a Record of Resolution, edited as necessary to provide confidentiality, which will be provided to the Complainant and the Respondent,
      iii. if the senior administrator finds that the Respondent has not violated the respectful workplace policy, but has violated another University policy, the Senior Administrator may refer proceedings to that other policy.

   c. If the Senior Administrator finds the complaint to have been frivolous, vexatious, or malicious in nature, appropriate action will be taken which may include disciplinary measures.

   d. If the Senior Administrator determines that the Respondent has engaged in discrimination or bullying and harassment in violation of the *Respectful Workplace Policy*, the Senior Administrator will

      i. uphold the complaint in whole or in part,
      ii. obtain and review any previous Records of Resolution involving the Respondent,
      iii. review the Respondent's personnel file and, if appropriate, seek advice from Human Resource Services,
      iv. subject to and in compliance with any applicable collective agreement requirements, make a decision regarding any disciplinary measure or other penalty to be imposed,
      v. make a decision regarding the remedy, if any, to be provided to the Complainant. To protect the Respondent's privacy, typically the Complainant will receive notification that the University has taken appropriate action, but not the details of the discipline or other remedial action that has been imposed on the Respondent,
      vi. prepare a Record of Resolution, edited as necessary to protect confidentiality and privacy, which will be provided to the Complainant and the Respondent and filed in the Respondent's personnel file,
      vii. in appropriate circumstances refer employees to the University's employee assistance program or encourage them to seek medical advice,
      viii. take any other steps considered appropriate by the Senior Administrator in the circumstances.

14. <u>Records</u>

   a. Except as otherwise required by any University policy, applicable collective agreements or law, all reports and records issued under these Procedures will be kept confidential.
   b. The investigator's and Senior Administrator's reports will be retained for seven (7) years and stored in the offices of the Senior Administrator, subject to and in compliance with any

applicable collective agreement requirements.

15. Annual Review

    a. This *Respectful Workplace Resolution Procedures* will be reviewed annually.

E. RELATED POLICY

HR21 Respectful Workplace Policy
C.06 Complaints about Instruction or Services Policy
E.20 Freedom of Information & Protection of Privacy
C.21 Student Conduct

F. PROCEDURES HISTORY

Reviewed	Revised

	Board of Governors	**Regular Meeting**
	Agenda Item: #	**5.3**
	Meeting Date:	**November 19, 2014**
	Presenter(s):	**Lisa Skakun**

Agenda Item:	**Protected Disclosure Policy and Procedures**

Action Requested:	☒ Motion to Approve ☐ Discussion ☐ Information ☐ Education

Recommended Resolution:	**THAT the Board of Governors approve the Protected Disclosure Policy and Procedures.**

Board Committee Report:	The Board Human Resources Committee reviewed the attached documents at its November 6, 2014 meeting and recommended them to the Board of Governors for approval.

Key Messages: *[maximum of three]*	1. **The policy supports the Employee Code of Conduct.** 2. **University comments closed November 5, 2014 and the comments have been considered.** 3. **A revised policy and procedures are attached.**

Consultations	Extensive consultations occurred within the University community.

Attachments:	1. Protected Disclosure Policy 2. Protected Disclosure Procedures

Submitted by:	Harry Gray / Kathleen Bigsby

Date submitted:	November 10, 2014

Policy No. **HR24**	Original Effective Date	
Approving Jurisdiction Board of Governors	Reviewed:	
Signed By	Revised:	
Administrative Responsibility President		

Protected Disclosure Policy

A. CONTEXT AND PURPOSE

1. Kwantlen Polytechnic University seeks to promote a culture of honesty, transparency and accountability, maintaining high ethical standards in all of its activities. All members of the University community are expected to conduct the activities of the University honestly, free from any conflict of interest or commitment, and to be accountable for their actions.

2. So that the University can take prompt corrective action, members of the University community are encouraged to disclose any conduct they observe or encounter in the context of University activities that they reasonably believe to be dishonest, unethical, irregular, or appear to involve conflict of interest or commitment, abuse of public trust, or that are potentially unlawful, dangerous to any person, or injurious to KPU's interests.

3. Good-faith disclosure of such conduct is a valuable service to the University community, consistent with members' duty of loyalty to the University, and must not be cause for reprisal of any kind against the person making the disclosure. Members of the KPU community can expect that such disclosures will be treated with due confidentiality and protection of the individuals involved.

4. Members of the University community are encouraged to continue to use existing channels to disclose suspected wrongdoing or irregularity and resort to the special provisions of this policy only if such existing channels prove ineffective or are inappropriate in the circumstances. An employee who is unsure what channel is appropriate in a particular instance may seek advice from any senior University official. Whatever channel is used for disclosure, the processes for impartial investigation and reporting outlined in this policy will apply.

5. The purpose of this policy is to:
   a. Provide disclosure mechanisms through which members of the University community can confidentially disclose any perceived wrongdoing or irregularity that they observe in the context of performing their KPU duties or activities;
   b. Confirm KPU's obligation to protect from reprisals members of the KPU community who in good faith disclose suspected wrongdoing or irregularity;
   c. Set out KPU's requirements for investigation and reporting of such disclosures; and
   d. Confirm KPU's obligation to protect the rights of the persons against whom allegations of wrongdoing or irregularity are made.

B. SCOPE AND LIMITS

1. This policy applies to all current and former members of the University community. It deals with protected disclosure of wrongdoing or irregularities that occur at the University or in connection with activities conducted under the auspices of the University involving University employees, agents, contractors, or volunteers.

2. Nothing in this policy relieves those responsible for the administration and management of KPU academic, administrative or service units from the responsibility of addressing situations of improper activity in accordance with good management practices and existing policies, guidelines, and procedures. Nothing in this policy shall in any way preclude anybody from exercising at any time any internal or external recourse available.

3. This policy is in addition to, and does not replace, the rights an individual may have under law, contract, or professional code of ethics.

C. STATEMENT OF POLICY PRINCIPLES

1. **Disclosure of suspected wrongdoing or irregularity**
   a. KPU expects that all disclosures will be made in good faith: i.e., they will be based on the discloser's best understanding of the situation and be made in the best interests of the University.
   b. Employees, students and other persons connected to KPU are encouraged to make a good faith disclosure to the appropriate supervisor or any University official. If the alleged wrongdoing or irregularity should involve the next level supervisor, the disclosure may be made to a vice-president or to the Office of the President. Should the alleged wrongdoing or irregularity involve the President or vice presidents, the disclosure may be made to the Chair of the Finance and Audit Committee of the Board of Governors. Disclosures may also be made to the confidential external service retained by KPU to receive such disclosures.
   c. Good faith disclosures of suspected wrongdoing or irregularity should be made in writing as soon as possible after the discloser becomes aware of the situation, and contain as much detail as possible to facilitate thorough investigation and remediation.

d. Information provided anonymously will not be acted upon unless sufficient detail is provided by the discloser and the information is independently substantiated.

e. Any supervisor, manager, or other University official who does not respond appropriately to disclosures of alleged wrongdoing or irregularity will be subject to disciplinary action as appropriate.

f. All disclosures made under this policy will be logged as soon as they are received on a single tracking system and will be reported quarterly by the President to the Chair of the Finance and Audit Committee of the Board of Governors.

2. **Investigation of reported wrongdoing or irregularity**

a. The University will take all appropriate action in a timely manner to carefully, fully, and fairly investigate disclosures of alleged wrongdoing or irregularity, including legal action as appropriate.

b. Investigations of disclosures of alleged wrongdoing or irregularity will be overseen and coordinated by the Office of the President. Investigations will be conducted with an appropriate level of confidentiality, and with respect to the requirements of any legislation or applicable collective or other agreements in effect at the time of the alleged wrongdoing.

3. **Commitment to protection of those who make a good faith disclosure of wrongdoing or irregularity**

a. KPU will make all reasonable efforts to keep the details of a good faith disclosure confidential, and shall protect the identity of the person making the good faith disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.

b. KPU will not tolerate any reprisal, either direct or indirect, against anyone who, in good faith, discloses suspected wrongdoing or irregularity, and the University will investigate and take all appropriate steps to address all allegations of reprisal.

c. Any person who knowingly makes an allegation of wrongdoing or irregularity which is false, frivolous, vexatious, or malicious will be subject to disciplinary action up to and including termination as appropriate.

4. **Commitment to protect the person being investigated**

a. All persons involved in allegations of wrongdoing or irregularity will be treated fairly and impartially and will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies, and collective agreements in effect at the time of the alleged wrongdoing.

b. An innocent respondent or a respondent who commits an innocent violation shall not be subject to retaliation or discipline, and the University shall take all reasonable steps to protect the position, reputation, privacy, and confidentiality of such respondents.

c. Any person named in a disclosure will be given an opportunity to respond to the allegations of wrongdoing or irregularity.

5. **Confidentiality of information collected in relation to investigations of disclosures**
    a. Information collected during the course of an investigation of a disclosure of alleged wrongdoing will be kept confidential to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.

6. **Results of investigation of disclosures of alleged wrongdoing or irregularity**
    a. The results of the investigation conducted under this Policy will be presented in a written report approved by the President and presented to the Finance and Audit Committee of the Board of Governors.
    b. The individual making the disclosure will be advised of the results of the investigation by the President or appropriate vice-president. This is a confidential communication.
    c. Any individual(s) named in the disclosure will be advised of the results of the investigation by President or appropriate vice-president.
    d. Any resulting actions will normally be determined by the President on the advice of senior University officials. Should that not be the appropriate body, then the Finance and Audit Committee of the Board of Governors will make the determination. Relevant information may be turned over to law enforcement authorities in circumstances where that action is deemed to be appropriate.

7. **Compliance with the Protected Disclosure Policy**
    a. The President is responsible for monitoring compliance with the Protected Disclosure Policy and reporting any breaches to the Chair of the Finance and Audit Committee of the Board of Governors.

D. DEFINITIONS
Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION
1. Conflict of Interest Policy (G.1) (revised)
2. Use of University Property Policy (BP5) (new)
3. Integrity in Research and Scholarship Policy (B.18)
4. Information and Educational Technology Usage Policy (D.1)
5. Confidentiality Policy (G.24) (revised)
6. Freedom of Information and Protection of Privacy Policy (E.20)
7. Political Fundraising Expenses Policy (ER9)(Administration policy)
8. Respectful Workplace Policy (HR21)
9. Confidentiality and Ethical Treatment of Prospect / Donor Research and Records (I.2)
10. Employee Code of Conduct (pending)

F. RELATED PROCEDURES
Refer to Protected Disclosure Policy Procedures

G. POLICY HISTORY

Review Date	Revision Date

Policy No. **HR24**	Original Effective Date	
Approving Jurisdiction Board of Governors	Reviewed:	
Signed By	Revised:	
Administrative Responsibility President		

Protected Disclosure Policy
Procedures

A. DEFINITIONS

1. **Allegations:** reports or assertions made about the behaviour of an individual or individuals that have not been proven.

2. **Appropriate supervisor or vice-president**: usually the appropriate supervisor is the person in charge of the unit in which the employee works or in which the behaviour of concern occurred/is occurring. For faculty, this is usually the dean of the Faculty. The appropriate vice-president is the senior University official with overall responsibility for the area or whomever the President may designate as equivalent.

3. **Authorized activity:** any event, project, delivery of educational content, or other activity, regardless of location, which has been sanctioned by a University official.

4. **Bad faith disclosure or report**: information provided which the discloser knows, or should reasonably have known, is false, and/or is based on inadequate evidence, and/or is intended to cause harm to an individual and/or to the University.

5. **Confidentiality:** held in a state of trust; not disclosed to any person not entitled to have the information.

6. **Conflict of commitment**: a KPU employee engages in non-University activities that are sufficiently substantial or demanding of the employee's time, energy, and attention such that the discharge of the employee's responsibilities to the University is adversely affected.

7. **Conflict of interest:** any situation when a KPU employee has, or could be perceived by a reasonable person as having, a personal or private interest sufficient to cause a reasonable person to question whether the employee is, or could be, influenced in the objective exercise of his/her duties to KPU; and/or where the activities of a KPU employee have the intention or effect of advancing his/her own interests, or those of a related party in a way that may be detrimental, or potentially detrimental, to the normal operations, the integrity, or the

fundamental mission of KPU; and/or deriving personal benefit from an action or decision made in the course of the employee's execution of his/her normal job duties. Conflict of interest may apply to situations where there is actual, potential or an appearance of conflict of interest.

8. **Disclosure:** any written submission of information reporting alleged misconduct, wrongdoing, or irregularity in an acceptable form outlined in the Protected Disclosure Policy to the appropriate University official; a discloser is one who makes a disclosure.

9. **Duty of loyalty to the University**: always respecting the principle of academic freedom, a KPU employee is expected to act in the best interests of the University in any work-related situation or any situation which could reflect upon the University.

10. **Ethical conduct**: activities of the University are conducted honestly, free from any conflict of interest or commitment.

11. **Good-faith disclosure or report**: information provided which is based on the discloser's best understanding of the situation, and/or is based on adequate evidence, and is made in the best interests of the University.

12. **Impartial, impartiality**: disinterested, independent behaviour that is free of favouritism and prejudice; treating all parties with the same consideration.

13. **Innocent respondent**: a person who is named in a disclosure as having committed some wrongdoing and is found, on investigation, to be innocent of the charges, or who did not know or could not reasonably be expected to know that his/her activity constituted wrongdoing (an innocent violation).

14. **Irregularity**: an activity or potential activity that disregards University regulations, policies or procedures, internal controls, standards of good professional practice, law, or any other instance of misconduct or unethical behaviour.

15. **Members of the University community**: employees, including those hired on casual service and other contracts, students, members of the Board of Governors, volunteers, independent contractors who provide services to KPU, alumni, members of the Foundation Board, suppliers, post-doctoral fellows, visiting academics, professors, and administrators *emeriti*.

16. **Records**: books, documents, maps, letters, memos, meeting agendas and minutes, papers, photos, reports, databases, and any other device on which information is recorded or stored by graphic, electronic, mechanical or other means.

17. **Related party**: a KPU employee's immediate family (e.g., spouse, partner, parent, child, or sibling), or person living in the same household, any other person with whom the KPU employee shares a financial interest, either directly or indirectly, or any entity in which the KPU employee has an ownership interest of greater than 5%.

18. **Reprisal, either direct or indirect**: any action taken by the University or a member of the University community against another member of the University community that adversely

affects the status or well-being of the latter. This includes, but is not limited to, disciplinary action, termination, adversely affecting employment conditions, a threat to do any of the above; threatening, intimidating or coercing, discriminating, or retaliating in any manner that affects academic standing, grades, enrolment status or any other rights, opportunities, or privileges of such person or otherwise disadvantages the individual or denies that individual a benefit.

19. **Reputation**: the overall quality or character as seen or judged by people in general; place in public esteem or regard.

20. **Respondent**: an individual against whom an allegation of wrongdoing, and/or irregular or unethical activity has been made.

21. **Student**: A KPU student is defined as an individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.

22. **University:** in this policy, University refers to Kwantlen Polytechnic University (KPU).

23. **University official**: includes but is not limited to a manager, supervisor, dean, director, vice-president, or President or equivalent as designated by the President.

24. **Wrongdoing**: any act of commission or omission in the context of University activities that is dishonest, unethical, irregular, or appears to involve conflict of interest or commitment, abuse of public trust, or is potentially unlawful, dangerous to any person, or injurious to KPU's interests. Wrongdoing includes, but is not limited to, any gross financial misconduct, breach of University policy, and/or violation of legal or regulatory requirement including theft, fraud or misappropriation of University assets; destruction, removal or concealment of University records or property, forgery, falsification of university documents; and/or making false claims or statements. Wrongdoing also includes obstructing a person's right to disclose wrongdoing as outlined in the Protected Disclosure Policy and any reprisals for reporting wrongdoing as outlined in the Protected Disclosure Policy.

B. PROCEDURES

1. ADVICE REGARDING DISCLOSURE OF SUSPECTED WRONGDOING OR IRREGULARITY UNDER THIS POLICY
    a. Any current or former member of the University community who is unsure if a situation involving the University is one that should be reported using the procedures of the Protected Disclosure Policy, or any other KPU policy, shall seek guidance from his/her supervisor, the next level supervisor, or any University official. It is the responsibility of the person consulted to seek out and provide the best advice s/he is able to the member of the University community.

2. PROCEDURES FOR DISCLOSURE UNDER THIS POLICY
   a. Any current or former member of the University community who observes or becomes aware of conduct they reasonably believe constitutes wrongdoing or irregularity is encouraged to make a disclosure in writing as soon as possible after the discloser becomes aware of the situation, providing as much detail as possible to facilitate thorough investigation. Information provided anonymously will not be acted upon unless sufficient detail is provided by the discloser and the information is independently substantiated.
   b. Recognizing that circumstances will influence how a person chooses to disclose suspected wrongdoing or irregularity, KPU provides four (4) different options:
      i. Employees are encouraged to make their disclosure to their appropriate supervisor ; , students and other persons connected to KPU are encouraged to make their disclosure to any University official;
      ii. If the alleged wrongdoing should involve a supervisor, the disclosure may be made to the next appropriate supervisory level, or to a vice-president, or to the Office of the President.
      iii. Should the alleged wrongdoing involve the President or vice presidents, the disclosure may be made to the Chair of the Finance and Audit Committee of the Board of Governors.
      iv. Disclosures may also be made to the confidential external service retained by KPU to receive such disclosures. *(Link to external service to be provided here)*
   c. Regardless of the option chosen to disclose suspected wrongdoing at, or connected to, the University, KPU will properly investigate the disclosure and provide protection to any member of the University community who makes such a disclosure.
   d. All disclosures made under this policy, regardless of the option chosen for disclosure, will be logged as soon as they are received on a single tracking system, and will be reported quarterly by the President to the Chair of the Finance and Audit Committee of the Board of Governors.
   e. KPU expects that all disclosures will be made in good faith: i.e., they will be based on the discloser's best understanding of the situation and be made in the best interests of the University.
   f. Any supervisor or other University official who does not forward a disclosure of wrongdoing or irregularity to the Office of the President within five (5) working days of receiving it will be subject to disciplinary action up to and including termination as appropriate.
   g. Any person who knowingly makes a bad faith disclosure: i.e., the report is false, frivolous, vexatious, or malicious, will be subject to disciplinary action up to and including termination as appropriate.

3. PROCEDURES FOR INVESTIGATION OF DISCLOSURE UNDER THIS POLICY
   a. When the Office of the President receives a disclosure of wrongdoing or irregularity, the President or designate is responsible for conducting a preliminary review of the disclosure, possibly including discussions with the person making the disclosure, and determining if there are reasonable grounds to warrant an investigation. If the President determines that

an investigation is warranted it will be initiated as soon as possible and no more than five (5) working days after the disclosure is received.

b. The President may decide not to proceed with an investigation under this policy or to stop an investigation at any time when:

    i. The initial disclosure of wrongdoing is made more than six (6) months after the event is believed to have occurred;

    ii. The disclosure does not provide sufficient information to conduct a thorough investigation;

    iii. The disclosure is more appropriately dealt with through another mechanism, policy, or procedure;

    iv. It is determined that the disclosure was not made in good faith, and/ or, on the basis of reasonable belief, is frivolous, vexatious, and/or malicious;

    v. Other valid reason.

c. Investigations of disclosures of alleged wrongdoing or irregularity will be overseen and coordinated by the Office of the President. Each investigation will be managed by at least two (2) University officials appointed by the President and/or the Chair of the Finance and Audit Committee of the Board of Governors.

d. The University shall take all appropriate action to carefully, fully, and impartially investigate disclosures of alleged wrongdoing or irregularity.

e. The President will respond to the discloser within ten (10) working days of receiving the disclosure to acknowledge the disclosure and explain the investigation procedures and likely timeframe.

f. In circumstances where either the discloser or the person who is alleged to have committed the wrongdoing involves both the University and any affiliated or associated entity, the President will communicate with directors of the affiliated or associated entity to determine how to proceed with any investigation if deemed necessary.

g. Investigations will be completed as quickly as possible, preferably within three (3) calendar months of the appointment of the investigators, and will be conducted in accordance with the requirements of any legislation, or applicable collective or other agreements in effect at the time of the investigation. The investigators may use the services of appropriate professionals should this seem advisable.

h. The investigators will have access to all relevant University premises and records. Investigators are entitled to request a confidential meeting with any member of the University community who may have knowledge of the matter. All members of the University community are expected to provide full cooperation with the investigators subject only to legal rights including those under relevant collective or other agreements in effect at the time of the investigation. No person, knowing that information, a document, record, or article is likely to be relevant to an investigation, shall

    i. Destroy, mutilate or alter the document, record or article;

    ii. Falsify an existing document or create a false document or record;

    iii. Knowingly make a false or misleading statement;

    iv. Conceal or withhold information, a document, record, or article;

v.   Direct, counsel, or cause, in any manner, another person to do anything mentioned above (i – iv).

   i.   Any person who knowingly impedes the investigation of a disclosure of wrongdoing will be subject to disciplinary action up to and including termination as appropriate.

   J.   Investigations will be conducted with an appropriate level of confidentiality: i.e., details and results will not be discussed with or disclosed to anyone who does not have a legitimate need to know.

4.   PROCEDURES TO PROTECT THOSE WHO MAKE A GOOD FAITH DISCLOSURE

   a.   KPU will make all reasonable efforts to keep the details of a good faith disclosure confidential, and shall protect the identity of the person making the good faith disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.

   b.   KPU will not tolerate any reprisal, either direct or indirect, against anyone who, in good faith, discloses suspected wrongdoing, and the University will investigate and take all appropriate steps to address all allegations of reprisal.

   c.   Any person who experiences harassment, threats, retaliation, or discrimination as a result of making a disclosure of wrongdoing in the context of this policy should immediately inform any senior University official or the Chair of the Finance and Audit Committee of the Board of Governors.

   d.   The University recognizes that making disclosures of wrongdoing can be stressful and encourages employees who wish to do so to contact the Employee Assistance Program through which they can confidentially access external counseling services.

5.   PROCEDURES TO PROTECT THE PERSON BEING INVESTIGATED

   a.   All persons named in or affected by a disclosure will be treated fairly and consistently regardless of their position or the number of years employed by the University, and all reasonable steps will be taken to protect their identity. They will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies, and collective agreements in effect at the time of the disclosure.

   b.   Any person named in or affected by a disclosure will be informed of the facts alleged and given a full opportunity to respond in writing to the allegations and to meet with the investigators.

   c.   An innocent respondent or a respondent who commits an innocent violation shall not be subject to retaliation or discipline, and the University shall take all reasonable steps to protect the position, reputation, privacy, and confidentiality of such respondents.

6.   PROCEDURES TO PROTECT THE CONFIDENTIALITY OF INFORMATION COLLECTED IN RELATION TO INVESTIGATIONS OF DISCLOSURES

   a.   Information collected during the course of an investigation of a disclosure of alleged wrongdoing will be kept confidential to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure.

b. Details or results of an investigation will not be disclosed to or discussed with anyone other than those who have a legitimate need to know.

7. PROCEDURES FOR REPORTING THE RESULTS OF INVESTIGATION OF DISCLOSURES
    a. Following careful deliberations by the investigators, the results and recommendations of the investigation will be presented in a written report, approved by the President, to senior University officials as appropriate and to the Finance and Audit Committee of the Board of Governors. This will take place within four (4) months of receipt of the disclosure by the Office of the President. If extraordinary circumstances make it necessary, an interim report may be provided that explains the need for additional time.
    b. The Office of the President will provide to the respondent(s) written notice of the results of the investigation. The respondent(s) have fifteen (15) working days to provide a written response to the report. This response will also be sent to the Chair of the Finance and Audit Committee of the Board of Governors.
    c. Any actions arising from the investigation will normally be determined by the President on the advice of senior University officials. Should circumstances be such that this is not the appropriate body, then the Finance and Audit Committee of the Board of Governors will make the determination. Relevant information may be turned over to law enforcement authorities in circumstances where that action is deemed to be appropriate.
    d. The individual making the disclosure will be advised of the results of the investigation by the Office of the President or appropriate vice-president after any resulting disciplinary action has been determined. This communication is confidential.

8. PROCEDURES FOR ENSURING COMPLIANCE WITH THE PROTECTED DISCLOSURE POLICY
    a. A summary report of all disclosures made under this policy, which will include the number, nature, and disposition of each one, will be reported to the Chair of the Finance and Audit Committee of the Board of Governors by the President every three (3) months.
    b. The President is responsible for monitoring compliance with this policy and reporting any breaches to the Chair of the Finance and Audit Committee of the Board of Governors.

C. RELATED POLICY

See Protected Disclosure Policy for related polices and legislation.

D. PROCEDURES HISTORY

Reviewed	Revised

APPENDIX A: RESPONSE TO A PROTECTED DISCLOSURE: SCHEDULE OF PROCESS STEPS

Maximum Time Allowed	Action
Day 1	The President receives protected disclosure; logs it on tracking system
Working Day 5	The President initiates an investigation OR refers disclosure for disposition by more appropriate mechanism OR determines that there are insufficient grounds to take any action
Working Day 10	The President advises discloser of the disposition of the disclosure
Three calendar months after investigation is launched	Investigation is completed; if circumstances require, investigators have the option to request additional time
Four calendar months after the disclosure is received in the Office of the President	▪ A written report describing the results of the investigation and ensuing recommendations and approved by the President is presented to Senior University Officials as appropriate, and to the Chair of the Finance and Audit Committee of the Board of Governors ▪ Report is provided to the respondent(s)
Fifteen working days after receiving written report	Respondent(s) provides written response to the report and recommendations
Within a reasonable period; without undue delay	Any actions resulting will be effected
Once action has been taken	The President or appropriate vice-president will advise the individual making the disclosure of the result of the investigation.

Agenda Item: *Program Discontinuance: Graduate Nurse Re-Entry Program*

Action Requested:	☒ Motion to Approve
	☐ Discussion
	☐ Information
	☐ Education

Recommended Resolution:	THAT the Board of Governors approve the discontinuance of the Graduate Nurse Re-Entry Program, as endorsed by Senate.

Board Committee Report:	The Board Governance Committee reviewed the recommendation from Senate at its October 8, 2014 meeting and recommended it to the Board of Governors for approval.
Key Messages: *[maximum of three]*	1. **Enrollment rates have gradually decreased over the past decade to the point where delivery of the program is no longer viable** 2. **Increasingly difficult for the Faculty of Health to meet Ministry student FTEs.** 3. **All current applicants were re-directed into the summer 2014 semester and will be supported to complete the program by September 2015.**
Context & Background:	Under Section 35.2 (6) of the University Act, the Senate of a special purpose, teaching university must advise the Board, and the Board must seek advice from the Senate, on the development of educational policy for the following matters: (b) the establishment, revision or discontinuance of courses and programs at the special purpose, teaching university. The Policy is under development. KPU has offered a Graduate Nurse Re-Entry citation program for more than 25 years. The original Continuous Enrollment Model with students learning at their own pace created a number of concerns related to cost of instruction and delayed program completion. Subsequently, the program was revised to provide learners with options and flexibility, within a structure of expected learning outcomes and individualized time frames for program completion. Enrollment has decreased gradually over the past decade to the point where delivery of the program is no longer viable. Practice placements have also been problematic. All current applicants were re-directed into the summer 2014 semester and will be supported to complete the program by September 2015. The College of Registered Nurses of British Columbia (CRNBC) have been notified of KPU's intention to discontinue the program. Any future nurses the CRNBC requires to complete a re-entry program will be referred to Thompson Rivers University.
Resource Requirements:	N/A

Board of Governors   **Regular Meeting**
Agenda Item: #   **6.1**
Meeting Date: **November 19, 2014**
Presenter(s):   **Shane King**

Implications / Risks:	N/A

Consultations:	1. Approved by the Faculty of Health-Faculty Council on Friday, June 27, 2014.
	2. Endorsed by the Senate Standing Committee on Curriculum on September 10, 2014, the Senate Standing Committee on University Budget on September 19, 2014 and the Senate Standing Committee on Academic Planning and Priorities on September 12, 2014.
	3. Senate recommended to the Board of Governors for approval on September 29, 2014.

Submitted by:	*Board Governance Committee*

Date submitted:	*November 10, 2014*

Agenda Item: *Board / Senate Task Force – Student Membership*

Action Requested:	☒ Motion to Approve
	☐ Discussion
	☐ Information
	☐ Education

Recommended Resolution:	THAT the Board of Governors appoint Upinder Chahal as the student Board Member on the Board/Senate Task Force on Bi-cameral Governance.

Board Committee Report:	The Board Governance Committee discussed this item at its September 10, 2014 meeting and decided to bring it forward to the entire Board.

Key Messages: *[maximum of three]*	1. The Board agreed to ask Senate to appoint a student Senator to the Board/Senate Task Force.
	2. To balance membership on the Task Force, the Board decided to also add a student Board Member to the Task Force.
	3. Richard Hosein and Upinder Chahal are the student Board Members eligible for the Board's appointment and have agreed that Mr. Chahal will take this position.

Context & Background:	A student senator requested that the membership of the Board/Senate Task Force be opened up to student representation. The Board agreed with that request as long as it was a student Senator and student Board Member that were the new members.

Resource Requirements:	N/A

Implications / Risks:	N/A

Consultations:	

Submitted by:	*Sandi Klassen*

Date submitted:	*November 10, 2014*

Agenda Item: *Committee Membership Updates*

Action Requested:	☒ Motion to Approve
	☐ Discussion
	☐ Information
	☐ Education

Recommended Resolution:	THAT the Board of Governors approve the revised Board Committee Membership effective January 1, 2014.

Board Committee Report:	*For University Secretariat Use Only*
Key Messages: *[maximum of three]*	1. **Shane King's departure and Chris McCue's appointment occur on December 31, 2014.** 2. **A new Board Chair begins their term on January 1, 2014.** 3. **These changes necessitate revision of the Board Committee Membership.**
Context & Background:	N/A
Resource Requirements: Implications / Risks: Consultations:	
Attachments:	Proposed Board Committee Membership
Submitted by:	*Sandi Klassen*
Date submitted:	*November 10, 2014*

Board Committee Membership
Effective January 1, 2015

	Chair	Vice Chair						Secretariat Support	Admin Support					
HR	Lisa Skakun/ Charlene Robertson	Ken Tung	Shira Stand-field	Hanne Madsen	Alan Davis / Keri van Gerven	~~Shane King~~		Sandi Klassen	Harry Gray / Michelle Stadnyk	Shelley Wrean as required / Gerry Fidler				
Finance	Harpreet Bhatti	Bruce Wendel	Hanne Madsen	~~Shane King~~Chris McCue	Geoff Dean*	Richard Hosein*	Marc Kampschuur *	Maggie MacKenzie	Sal Ferreras / Natalie Walker	Harry Gray / Michelle Stadnyk	Kathy Lylyk / Lorna Gordon	Shelley Wrean / Sandi Klassen / Gerry Fidler	Angela Tao	Gordon Lee / Linda Gomes **Alan Davis/**Keri van Gerven
Audit	Harpreet Bhatti	Bruce Wendel	Hanne Madsen	~~Shane King~~Chris McCue	Peter Bourne / Auditor General			Maggie MacKenzie	Shelley Wrean / Sandi Klassen / Gerry Fidler	Gordon Lee / Linda Gomes	Sal Ferreras / Natalie Walker	Kathy Lylyk / Lorna Gordon	Angela Tao	Harry Gray / Michelle Stadnyk Alan Davis / Keri van Gerven
Governance	~~Shane King~~Kristan Ash	Lisa Skakun / Charlene Robertson	Harpreet Bhatti	Marc Kampschuur	Alan Davis / Keri van Gerven	Upinder Chahal	Sandra Hoff-man	Maggie MacKenzie	Sandi Klassen	Sal Ferreras / Natalie Walker ****	Jane Fee / Kulvir Gill ****	Shelley Wrean / Gerry Fidler		
Board/ Senate Task Force on Bi-cameral Governance	Marc Kampschuur	Shira Standfield	Bruce Wendel	Geoff Dean	Student Board Member	Senate Commit-tee Chairs for: Budget Curriculum AP&P Policy Review Senate Vice Chair Student Senator?	Dana Cserepes Robert Wood Kim Rose Jennifer Au	Maggie MacKenzie	Alan Davis / Keri van Gerven	Sal Ferreras / Natalie Walker	Harry Gray / Michelle Stadnyk	Shelley Wrean / Gerry Fidler / Sandi Klassen	Jane Fee / Josephine Chan / Kulvir Gill	Gordon Lee / Linda Gomes
Appeals Tribunal, Non-academic Misconduct	Lisa Skakun / Charlene Robertson	Ken Tung	~~Kristan Ash~~Chris McCue	Sandra Hoffman	Richard Hosein			Sandi Klassen	Shelley Wrean / Gerry Fidler					
Board Manual Revision Task Force	Hanne Madsen	Upinder Chahal	Sandra Hoffman					Sandi Klassen	Maggie MacKenzie	Shelley Wrean				

*Finance Committee Member Only

**** As Required for student discussions

*Finance Committee Member Only

Board Committee Membership
Effective January 1, 2015

Committee Membership Shown by Person

Board Member	Governance	HR	Finance	Audit	Board/Senate Task Force on Bi-cameral Governance	Appeals Tribunal Non-academic Misconduct	Board Manual Revision Task Force	Other
Kristan Ash	X (Chair)							Design Project Oversight Board
Harpreet Bhatti	X		X (Chair)	X (Chair)				
Upinder Chahal	X						X	
Alan Davis	X	X	X	X	X			
Geoff Dean			X*		X			
Sandra Hoffman	X					X	X	Foundation
Richard Hosein			X*			X		
Marc Kampschuur	X		X*		X (Chair)			Senate
Hanne Madsen		X	X	X			X	
Chris McCue			X	X		X		
Lisa Skakun	X (Vice Chair)	X (Chair)				X (Chair)		PSEC, Board Vice Chair
Shira Standfield		X			X (Vice Chair)			
Ken Tung		X (Vice Chair)				X (Vice Chair)		
Bruce Wendel			X (Vice Chair)	X (Vice Chair)	X			Design Project Oversight Board

*Finance Committee Member Only

Peter Bourne (Auditor General's Office)			X	X				

*Finance Committee Member Only

Agenda Item:	***Board Retreat***

Action Requested:	☐ Motion to Approve
	☒ Discussion
	☐ Information
	☐ Education

Recommended Resolution:	**N/A**

Board Committee Report:	*The Board Governance Committee discussed a retreat agenda at its November 5, 2014 and forwarded the attached outline for consideration. Subsequently Alan Davis suggested other ideas and a second option is attached.*
Key Messages: *[maximum of three]*	1. **Attached is a draft retreat agenda for discussion.** 2. **Date for retreat: February 20-21, 2015.**
Context & Background:	In 2014 a one-day retreat was held on the Surrey campus, serving a light breakfast and lovely lunch. It was held from 8:00 am – 4:00 pm. This much-reduced format saved funds but did not allow Board Members to get to know each other better. A dinner had been planned, but by the end of the day everyone was ready to go straight home. In the past the retreat format was from about 4:00 pm Friday overnight to Saturday 4:00 pm. This included a session, dinner, a chance to get to know each other better and sessions on Saturday. Another thought is to have a single full day, either Friday or Saturday, and include opportunity for a stretch/walk and a social hour at the end so people can chat.
Resource Requirements:	
Implications / Risks:	
Consultations:	
Attachments:	Draft Board Retreat Agendas – Option 1 and Option 2
Submitted by:	*Sandi Klassen*

Draft Option 1

Board of Governors Retreat Agenda
February 20-21, 2015
KPU Surrey Campus
Cedar Building, Room 2210

Friday, February 20, 2015

4:00 pm	Member Introductions (best/worst/most interesting job held as a student)
4:30 pm	Guest speakers – one student and two faculty members share their experiences and what excites them about the university – 10 minutes each and questions
5:30 pm	Leave for dinner at restaurant (TBD)
6:00 pm	Dinner
8:30 pm	Informal Conversation with the President / Informal networking Venue: Marc Kampschuur's home (BYOB)
	Depart for home

Saturday, February 21, 2015

8:30 am	Keynote Address
10:00 am	Break
10:15 am	Governance Session / Marc Kampschuur
12 noon	Lunch
1:00 pm	Discussion about opportunities for the University, prioritization, competitive landscape OR…
3:00 pm	Adjourn

Board of Governors Retreat Agenda
February 20 or 21, 2015
Venue TBD – some place different where we
can walk, stretch, talk

Friday, February 20, 2015
OR
Saturday, February 21, 2015

7:30-8:30 am	Breakfast	
8:30-9:00 am	Member Introductions (best/worst/most interesting job held as a student)	
9:00- 10:00 am	Top Five Challenges Facing KPU in Achieving Vision 2018 and Beyond	Alan Davis (Note: would invite Ralph Nilson, President of VIU as the most senior and smartest President among western teaching universities to sit in on the retreat and comment on all the discussions and the role of the Board)
10:00-10:30 am	Stretch Break	TBD
10:30 – 12 noon	Facilitated Discussion on Issues and Roles	
12:00 – 2:00 pm	Lunch plus Board hike	
2:00-4:30 pm	Either continue from the morning or another topic or in camera for the Board, or Governance Training by Marc Kampschuur	Marc Kampschuur is taking the Chartered Director Program offered at the Sauder School of Business, UBC
4:30-5:30 pm	Appetizers and No-host Bar	Opportunity to socialize

Board of Governors   **Regular Meeting**
Agenda Item: #   6.5
Meeting Date: **November 19, 2014**
Presenter(s):   **Shane King**

Agenda Item:	*Association of Governing Boards (AGB) Conference Options*

Action Requested:	☐ Motion to Approve ☒ Discussion ☐ Information ☐ Education

Recommended Resolution:	**N/A**

Board Committee Report:	*The Board Governance Committee considered the options and agreed that the Board Chair will determine attendance at the USA AGB Conference annually given KPU's limited resources. They discussed the possibility of Board Members attending it every second year or so.*
Key Messages: *[maximum of three]*	1. **AGB may bring a 1 – 1 ½ day session to Langara College for the Colleges and Universities on February 12 and/or 13, 2015 – draft agenda attached.** 2. **Advantages: Cost = approx. $1200; networking with BC colleagues; available to more Board Members – approximately 25 seats available.** 3. **Suggestion: send as many Board Members as are available to local AGB sessions and send one external member and one internal member to the AGB conference in Arizona in 2015. Approximate cost is $4000/person.**
Context & Background:	The Board Finance & Audit Committee discussed ways of conserving spending when it considered the Board Budget and looked at getting value for cost when attending the AGB conference. Gordon Lee mentioned the option outlined above and it was suggested that the Governance Committee consider this option.
Resource Requirements: Implications / Risks: Consultations:	
Attachments:	Draft agenda for AGB-British Columbia Workshop
Submitted by:	*Board Governance Committee*
Date submitted:	*November 10, 2014*

Joint AGB-British Columbia Workshop
(Late January, 2015)

DRAFT AGENDA

DAY 1

8:15a – 9:00a	Breakfast and Networking Conversations
9:00a – 9:15a	Welcome and Overview
9:15a – 10:00a	Board Fiduciary Responsibilities
10:00a – 10:15a	Break
10:15a – 12:00p	Best Practices for High-Performing Boards

12:00p – 1:15p   Lunch and Conversion
- Could possibly have a plenary speaker or a panel of experts.
- Possible topic: setting the regional context for the governance work.

1:30 – 2:45p	Board – President Partnerships
2:45p – 3:00p	Break

3:00p – 4:30p   Basics of University Revenue Generation
- Government Funding
- Enrollment (Traditional, Non-Traditional, International, Distance Education, Graduate, Certificate, Continuing)
- Conference Services
- Research
- Entrepreneurial Endeavors

4:30p   Wrap-up

6:00p – 7:00p   Cocktail Reception

7:00p – 8:45p   Dinner and Plenary Discussion
                      Speaker: Richard D. Legon, president, AGB (TBD)

DAY 2

8:15a – 9:00a   Breakfast and Networking Conversations

9:00a – 12:00p   Workshop Sessions (possibly breakouts?)

                       Potential Topics Include:

                       -   Strategic Planning
                       -   Enterprise Risk Management
                       -   Board and Presidential Assessment
                       -   Conflict of Interest
                       -   Board Oversight of Educational Quality

12:00p   Adjourn

Board of Governors   Regular Meeting
Agenda Item: #   6.6
Meeting Date: November 19, 2014
Presenter(s):   Shane King

Agenda Item:	*Election of Board Chair*

Action Requested:	☒ Motion to Approve ☐ Discussion ☐ Information ☐ Education

Recommended Resolution:	**THAT the Board of Governors elect Kristan Ash as Board Chair effective December 31, 2014 to July 31, 2015.**

Board Committee Report:	*The Board Governance Committee discussed the topic at its October 8, 2014 meeting. The Board Chair approached Kristan Ash about stepping in as Board Chair from December 31, 2014 -July 31, 2015. She agreed to the nomination.*
Key Messages: *[maximum of three]*	1. **With Shane King's term of office ending on December 31, 2014 a new Chair must be elected for December 31, 2014.** 2. **A Notice of Election was presented at the September 17, 2014 Board meeting.** 3. **The Governance Committee recommends Kristan Ash as the next Board Chair.**
Context & Background:	The University Act states that the Board has the power to "elect from among its members appointed by the Lieutenant Governor in Council a chair, and when necessary, an acting chair." (Sec 27 (2) (b)) Board Governance Manual references: • Sec. 6 - Board Chair Position Description, p.17 • Sec 13.3 – Governance Committee Duties and Responsibilities – particularly Sec 13.3 (g) • Sec 23 – Board Chair Succession Planning, p. 91 – particularly Sec 23.4(d)
Resource Requirements: Implications / Risks: Consultations: Attachments:	Board Governance Manual
Submitted by: Date submitted:	*Board Governance Committee* *November 10, 2014*

	Board of Governors	**Regular Meeting**
	Agenda Item: #	**7.1**
	Meeting Date:	**November 19, 2014**
	Presenter(s):	**Harpreet Bhatti**

Agenda Item:	***Board of Governors Budget 2015/16***

Action Requested:	☒ Motion to Approve
	☐ Discussion
	☐ Information
	☐ Education

Recommended Resolution:	***THAT the Board of Governors approve the Board 2015-16 Budget.***

Board Committee Report:	*The Board Finance & Audit Committee reviewed the draft Board Budget 2015-16 at its October 29, 2014 meeting and recommended it to the Board for approval.*
Key Messages: *[maximum of three]*	1. **Attached is a status quo budget for FY2015/16.** 2. **When presenting a budget request on behalf of the Board for replacement ipads and funding for the Governance Retreat, it was suggested that money could be re-allocated within the current Board budget for these items.** 3. **Therefore, funds from line items "Conferences", "Christmas Social" and "Community Activities" have been re-allocated to Electronic Reference (iPads, etc.), Memberships and Student Awards (for student Board Members as outlined in Notes) as well as Governance Retreat. Re-allocation within the Senate budget also occurred to fund $3000 of the Governance Retreat costs, leaving the Board budget to fund $2000.**
Context & Background:	
Resource Requirements:	*N/A*
Implications / Risks: Consultations:	*N/A*
Attachments:	Proposed Board Budget FY2015-16
Submitted by:	Sandi Klassen
Date submitted:	October 22, 2014

Kwantlen Polytechnic University

Board of Governors Budget

2015-2016 (FY16)

Cost Code	Activity	Draft Budget 2015-2016	Expenses as at 31 September 2014 (FY15)	Prior Year Expenditure Totals (FY14)	Notes
7500	Student Awards	2,500		2,313	6 cr./sem = 18 credits X 2 Awarded to students in November
7443	Conferences	59,000	9,857	23,752	AGB expenses to come in March 2014
	AGB				CUBA expenses to come in March 2014
	CUBA (Board Chair & University Secretary)				
7102	Board Retreat	14,000		2,050	February retreat expenses to come - depends on whether an overnight or just one day
7133	Reference / Class Set		5	265	
					FY14/15 = Budgeted Meeting expenses & Board Functions combined = $21,000, FY15/16 = Budgted Meeting expenses & Board Functions combined = $16,000
7444	Regular	3,000			
7444	Committee	4,374			
			1,800	7,164	Meeting expenses & Board Functions combined,
7444	Christmas Social	0			
7444	Community Activities	5,626			
7444	Board Retirement Dinner	3,000			
7441	Mileage (local)	4,000		642	
7859	Insurance	500			
7120	Supplies (business cards, gifts, supplies, etc)	5,000	111	2,284	Board Retirement Gifts expenses to come
7190	Miscellaneous	1,000		61	
7869	Memberships (AGB, CUBA)	3,500	3,239	3,036	
7870	Professional Fees			1,082	
7897	Independent Service Contract	100,000	21,657		Prior Year FY14 expenditure included in Audit Fees line
7890	Audit Fees	80,500	82,982	235,485	More audit fees to come
7145	Electronic Reference (ipads, etc.)	4,000	1,748	-250	ipads for new Board Members
	Governance Retreat	2,000			
	President 360 Evaluation (bi-annual)				for FY16/17 Budget $3052 + taxes
	Total Board Budget FY16	292,000	121,399	277,884	

292,000 Budget for FY14

Board of Governors Regular Meeting
Agenda Item: **#9**
Meeting Date: **November 19, 2014**
Presenter: **Salvador Ferreras**

Agenda Item:	***Provost's Report***

Action Requested:	☐ Motion to Approve ☐ Discussion ☒ Information ☐ Education

Recommended Resolution:	**N/A**

Board Committee Report:	N/A

Key Messages: *[maximum of three]*	1. Please see the attached report.
Context & Background:	
Resource Requirements:	N/A
Implications / Risks:	N/A
Consultations:	
Attachments	*Provost's Report to the Board*
Submitted by:	*Salvador Ferreras*
Date submitted:	*November 13, 2014*

OFFICE OF THE PROVOST

<u>Academic Plan</u> – At the September Senate meeting, the members of the Academic Plan Implementation Task Force were confirmed. This Task Force will now focus on completing work already underway and begin work in new and remaining areas. Over the tenure of the Academic Plan, the Provost will provide periodic updates to Senate as part of the Chair's report.

<u>Senior Administration Search Update</u> – We are currently in the long list interview stage for the role of Vice Provost, Students. The Search Committee for the Associate Vice President, Research has been established and will confirm the posting to be released by the end of November. The KPU-School District Network Liaison position was originally envisioned to begin late fall but was delayed as a result of provincial strike action and interviews will now be held in January 2015.

<u>Events & Conferences</u> – The Provost has participated in the following events, conferences and meetings on behalf of KPU:

- National Vice-Presidents' Academic Council 2014 in Waterloo, ON
- Discussions with VCC, Justice Institute and NYIT around possible Flexible Pathways partnerships
- BC Association of Institutes and Universities Vice Presidents meeting
- Provided opening comments for the 2014 BC Cultures Days Launch (Surrey City Hall)
- KPU TEDx presenter
- Launch of the Borealis String Quartet as Artist-in-Residence
- Senior Academic Administrators Forum
- Meeting with Translink's CEO Ian Jarvis, Executive Vice President, Strategic Planning and Stakeholder Relations Robert Paddon, and Vice-President, Transportation Strategy Tim Savoie, with Jim Pelton, Executive Director, Continuing and Professional Studies

From October 20th to November 2nd, the Provost had the opportunity to participate with College and Institutes Canada (CICan) in an important educational trade mission that included the signing of a MOU between CACIE (China Education Association for International Education) and CICan.

The Provost participated in the World Federation of Colleges and Polytechnics (WFCP) World Congress 2014. During the WFCP World Congress in Beijing, the Provost made a presentation on international cooperation in post-secondary education. The presentation outlined strategies and tactics for successful bilateral credential development. Using Traditional Chinese Medicine as a case study in collaboration with Beijing University of Chinese Medicine demonstrated how post-secondary institutions can create strong partnerships and pathway opportunities for students.

The CICan mission visited three significant areas of education development. During those visits, the Provost met with over 30 different University and Vocational Education institutions. KPU's International office will be exploring educational partnerships and pathways with a

variety of Chinese institutions whose programs are compatible with KPU.

During this trip the Provost was also able to meet and discuss developments with two of our Chinese post-secondary partners - Fuyang High School II and Guangdong University of Foreign Studies.

University Transitions Project –   November 1st marked the start of the Fall 2015 admission cycle, and the debut of KPU's new online application service. This streamlined online application, supported by ApplyBC, is one of many positive changes taking place as a result of the University Transitions Project. The new application for admission is fully online, to ensure a more user-friendly and efficient process. It offers guidance and tips throughout, and provides applicants the ability to save information and return at a later time: no longer will applicants need to start from scratch if they wish to revisit the application! In addition to our enhanced application service, highlights of KPU's new admission model for Fall 2015 include:

- · Consolidation of various application deadlines into an early deadline and a final deadline. Two dates will reduce the confusion experienced in the past, and will give KPU Recruiters the ability to communicate more consistently.
- · Admission will be granted to a Faculty, thereby ensuring students have a place to call "home" upon entry to KPU.
- · Stronger enrolment predictors will result from changes to our applicant coding and data collection practices.
- · In response to research on KPU's student body, a higher English proficiency standard for undergraduate admission will mean better-prepared first-year students and more positive retention levels.
- · The KPU Pathway to Undergraduate Studies is a unique option providing students the ability to complete upgrading in their home Faculty while at the same time starting their undergraduate studies.

Updated business processes are currently being operationalized as a result of nine different University policies that have been updated, consolidated or eliminated since January of this year. November 1st marks a significant milestone in the trajectory of the University Transitions Project, and we can now move into the next phase as we continue to identify ways of enhancing the onboarding experience for our incoming class of Fall 2015. For more information about the University Transitions Project, visit **kpu.ca/transitions**.

Update on Academic Policies & Enrolment – The Provost will provide an update on these two areas in the next report.

Board of Governors Regular Meeting
Agenda Item: #10
Meeting Date: November 19, 2014
Presenter: Alan Davis

Agenda Item:	*President's Report*

Action Requested:	☐ Motion to Approve ☐ Discussion ☒ Information ☐ Education

Recommended Resolution:	**N/A**

Board Committee Report:	N/A

Key Messages: *[maximum of three]*	1. Please see the attached report..
Context & Background:	
Resource Requirements:	N/A
Implications / Risks:	N/A
Consultations:	

Attachments   *President's Report to the Board*

Submitted by: *Alan Davis*

Date submitted: *November 12, 2014*

President's Report to the Board

November 19th, 2014

This is turning out to be a very busy and productive Fall for KPU, with dozens of events, both large and small, and all sorts of achievements by faculty, staff, administrators and students. The Board Report, which is attached to this agenda, gives details of activities from across the University and a number of on-going and emerging issues and challenges round out the very high level of engagement by many employees.

The installation of Chancellor Melville was a great day in the history of KPU and I was very pleased to see so many faculty, staff and administrators who were able to attend. Arvinder Bubber also received his well-deserved honorary degree. The convocations on October 2nd and 3rd were equally impressive, again with a large turn-out of faculty to support the graduates.

The 2015/16 budget development process is well under way, with numerous consultations led by VP Gordon Lee and his staff, and presentations by every department and faculty now complete. A draft budget will be ready in November, allowing for further consultation with SSCUB and other key committees and stakeholders. The bottom line may not be exciting, but the process has been very open and valuable.

The Employee Code of Conduct prompted much engagement on the policy blog, and a number of consultations with the unions and at open forums have been very helpful, along with the input of Senate and Board committees. We are on schedule to have an approved Code posted to our Web site by November 30th.

The United Way campaign was very successful, and once again, employees at KPU were active and generous in supporting the many charities which will benefit from our initiative.

The process to recruit a new Executive Director of the KPU Foundation is well along, and we hope to make an announcement shortly.

I have been out and about having meetings with some key partners, including Mayor Watts and the Innovation Boulevard group; Gary Herman, the new head at the Industry Training Authority (ITA); and our great friend Chip Wilson.

If you have not been to the Surrey Guildford Mall, it is worth going to see the prominent KPU advertisements which are emblazoned across large walls and elevators etc.

On October 6th I had the pleasure of visiting with Geoff Dean's Academic and Career Preparation (ACP) class in Surrey, and was able to speak with a number of students about their experience at KPU and their plans for the future.

On October 15th, we officially welcomed the Borealis String Quartet as quartet in residence at KPU, with a reception and performance in Surrey Main.

On October 22nd, I attended the presidents' meeting of the BC Association of Institutes and Universities (BCAIU), with Deputy Minister Sandra Carroll present. Discussion focused on the Employee Code of Conduct expectation and on the impact of the Skills for Jobs Blueprint.

Later that day, along with others from across KPU and the community, I enjoyed the Royal Society of Canada's (RSC) Romanowski Lecture given by eco-toxicologist Dr. John Giesy. This was hosted by the Faculty of Science and Horticulture, with an introduction by our own Daniel Bernstein, who will be inducted into the RSC College for new Scholars in Quebec City on November 21st.

On October 28th and 29th I attended the annual general meeting of the Association of Universities and Colleges of Canada (AUCC).

On November 4th and 5th I attended the 2nd Skills and Post-Secondary Education Summit, hosted by the Conference Board of Canada.

On November 18th I was pleased to join many colleagues, students, donor and parents at the annual scholarship and awards event, this year held in Richmond.
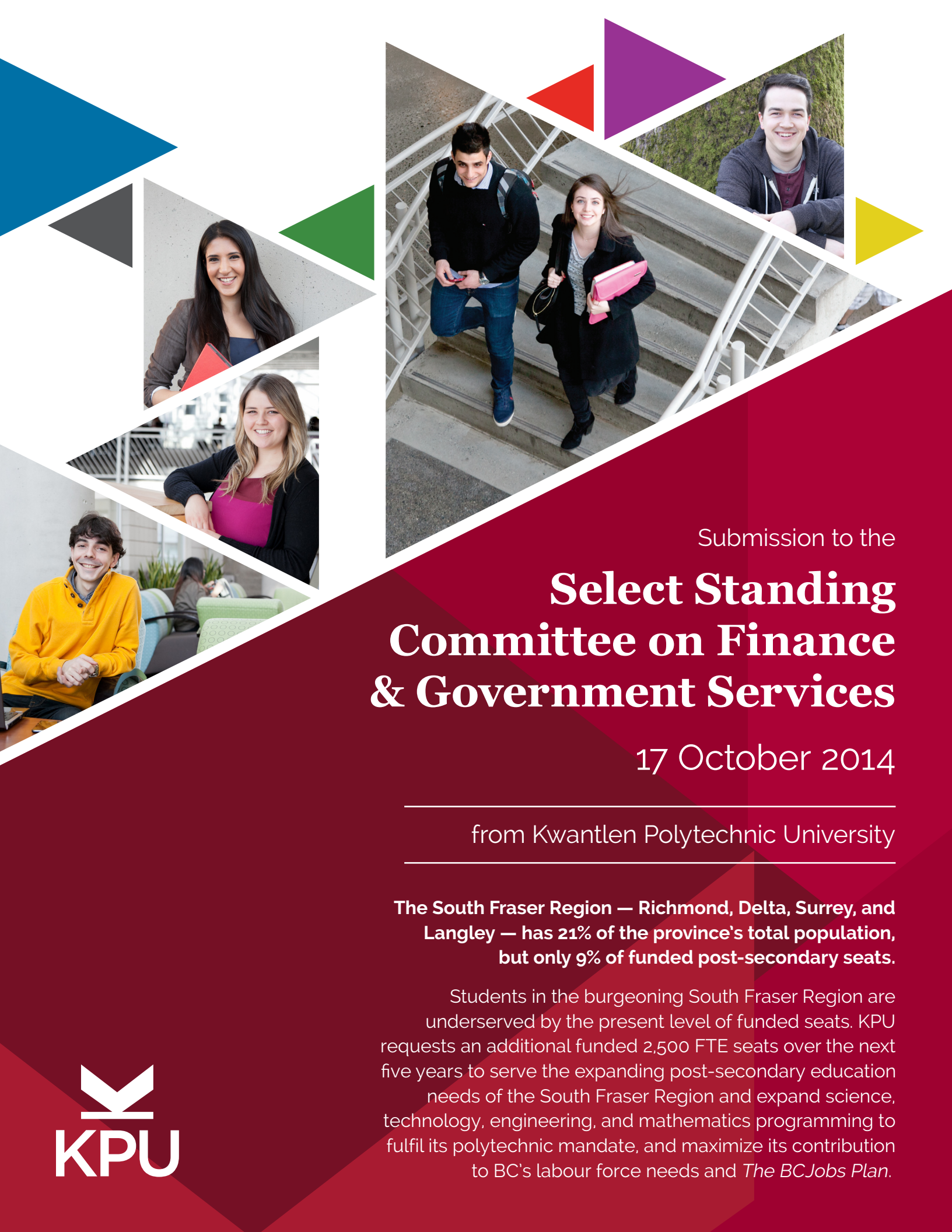
Submission to the

Select Standing Committee on Finance & Government Services

17 October 2014

from Kwantlen Polytechnic University

The South Fraser Region — Richmond, Delta, Surrey, and Langley — has 21% of the province's total population, but only 9% of funded post-secondary seats.

Students in the burgeoning South Fraser Region are underserved by the present level of funded seats. KPU requests an additional funded 2,500 FTE seats over the next five years to serve the expanding post-secondary education needs of the South Fraser Region and expand science, technology, engineering, and mathematics programming to fulfil its polytechnic mandate, and maximize its contribution to BC's labour force needs and *The BC Jobs Plan*.

KPU

1. The South Fraser Region: Richmond, Delta, Surrey, and Langley

The South Fraser Region (SFR) is home to **21% of BC's population** and is younger and more ethnically diverse than the province as a whole. Between 2006 and 2011, the population in the region grew by 13% compared to 7% growth for BC overall. BC Stats (2014) projects the population of the region will reach **one million people by 2016** and the **rapid population growth** in the region will continue to outstrip the rest of the province for the next decade.

Figure 1.1.   **Projected Growth 2012 - 24 in South Fraser Region and BC**

With its fast-growing, **young population** the South Fraser Region is the source of much of BC's future labour force. In 2011, 31% of the population was under the age of 25 (2011 Census).

Figure 1.2.   **Population under 25**

The number of **high school graduates from the South Fraser Region** increased 12% between 2009 and 2013 compared to 2% for all BC. In 2013, **the SFR comprised 23% of all BC high school graduates**.

Close to 40% of the population of the South Fraser Region are immigrants; they are on average better educated than the native-born population and have high expectations for their children's education. Of the nearly 400,000 residents of the South Fraser region with a post-secondary credential, 31% are foreign-trained.

Labour market participation and employment rates of the working age population (15 - 64) in the South Fraser Region are higher than those of BC overall. The region's **dynamic economy** is fuelled by advanced manufacturing, aerospace, clean energy and other high-tech industries, agrifoods and horticulture, health, FIRE (finance, insurance, real estate), industries related to Liquid Natural Gas (LNG), mining sectors, and hospitality services. The region is a major transportation hub for the province with three airports, three ports, six major highways and three border crossings.

## 2. KPU: the South Fraser Region's University

Kwantlen Polytechnic University (KPU) — Canada's only polytechnic university — is a regional university offering high-quality education in small classes, providing the skills and training students need for the jobs of today and the job markets of the future.

KPU is directly engaged with the energetic and growing communities in the South Fraser Region. Workplace-oriented components distinguish KPU programs from similar programs at other BC public post-secondary institutions. **In 2013 6,429 workplace experiences were enjoyed by KPU students** — a 76% increase from 2010.

Each year over 19,000 students choose KPU and its **124 programs**, and close to 2,400 job-ready graduates with high quality degrees, diplomas, and certificates emerge from one of our **four distinctive campuses** in Richmond, Surrey, Cloverdale and Langley ready to contribute to the economy of the region and of the province because of their education at KPU.

Since 2008/09 KPU's domestic student body has increased by 7%; in this past academic year, however, financial limitations required reductions in course offerings, reducing slightly the number of students KPU could serve. **International students have increased by 78%** in the same time frame: most international students are enrolled in business (63%), academic and career advancement (16%), and arts (11%) programs.

Figure 2.1.   **Unduplicated International and Domestic Headcount by Academic Year**
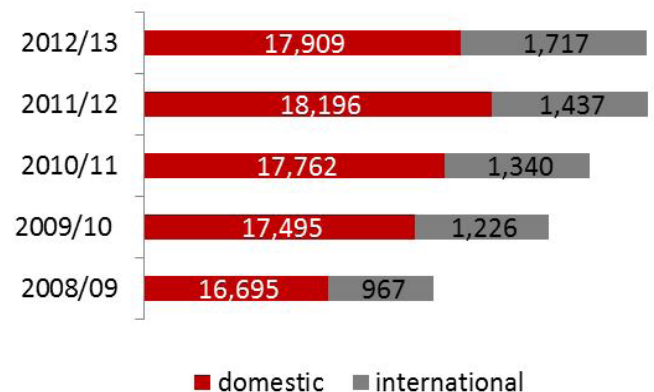
KPU is **fulfilling its polytechnic mandate** and contributing to *The BC Jobs Plan and BC's Skills for Jobs Blueprint* with a **wide range of programs designed to provide the knowledge, skills and attributes needed for a successful 21st century**

economy and to meet the labour market requirements of BC and the South Fraser Region. KPU is investing strategically in programming in science, technology, engineering, and mathematics (STEM), as well as in health and in design. These programs will address BC's low numbers of undergraduate degrees in engineering, math, computer and information sciences, and physical and life sciences relative to the Canadian average and will address labour market needs.

KPU's programs have solid enrolment trends and appropriate student outcomes. Overall application levels remain strong. Data from the provincial outcomes surveys and internal KPU surveys reveal that:

- Student satisfaction is very high.
- Former KPU students consistently report levels of skill development and employment that achieve or exceed the provincial targets.
- Employment rates and potential salaries of KPU's arts graduates reflect the applied elements and relevance of KPU programs to the employment market.
- Many of the students completing one-year, two-year, and developmental programs were still studying a year later, either at KPU or at another BC public post-secondary institution and report being well prepared for further study.

Figure 2.2. **KPU Graduates Employed:
Average 2011–13**
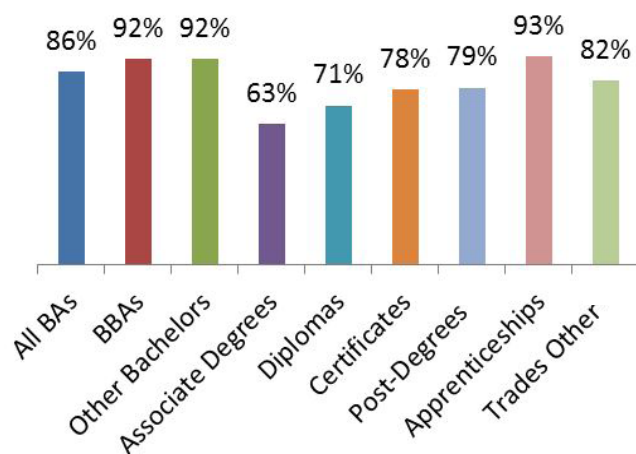
KPU community-based research:
Over the last two years, community partners, industry collaborators, and granting agencies contributed nearly two million dollars for community-based applied research projects involving KPU faculty and students.

KPU's links with secondary schools:
Links with secondary schools allow regional students to get a head start on post-secondary studies. Over the past three years KPU has trained 562 FTE ACE-IT students in seven different trades, and negotiations are underway to expand ACE-IT offerings to more high schools. Other high school students take KPU CADD courses through the Career Technical Consortium, and still others enrol in dual-credit academic courses.

3. Good Stewardship at KPU

KPU works diligently to be a good steward of the resources it has. Since FY 2011/12, KPU has exceeded government's overall funded enrolment and space utilization targets. KPU uses 50% less energy than other universities surveyed across North America.

Over the past two years KPU has taken steps to improve its operational efficiency through audits of five administrative processes conducted by a professional audit firm. After just eighteen months, a program of Lean Thinking projects is generating cost-savings, improved efficiency and effectiveness in several areas. In 2014 KPU completed an integrated planning process to promote strategic prioritization and coordination of institutional efforts.

Regular review of all programs includes a comprehensive analysis of program outputs, graduate outcomes, stakeholder and student feedback and curriculum to promote ever higher levels of program quality and currency. KPU's Program Review process requires all programs to report the experiential learning opportunities and links to the workplace provided to students.

4. KPU's Challenges

4.1 Providing access to post-secondary education: Considering the significant population growth in the South Fraser Region and the region's and BC's labour market requirements for job-ready graduates, KPU and the Surrey Board of Trade estimate that the region needs an additional 2,500 funded seats at KPU, in addition to the 2,500 FTEs planned by SFU Surrey, over the next five years.

While the region's population has been growing much faster than that of the province overall, the number of funded seats KPU has to offer has actually declined slightly over the past five years. **KPU cannot meet the post-secondary education needs of a rapidly growing population,** introduce the new

programs needed to realize its polytechnic mandate, and **support the expanding economies of the South Fraser Region without increased capacity**.

Figure 4.1. **Funded Seats for Universities with Regional Mandates: 2013/14 FTEs per 100 18-24 year olds**
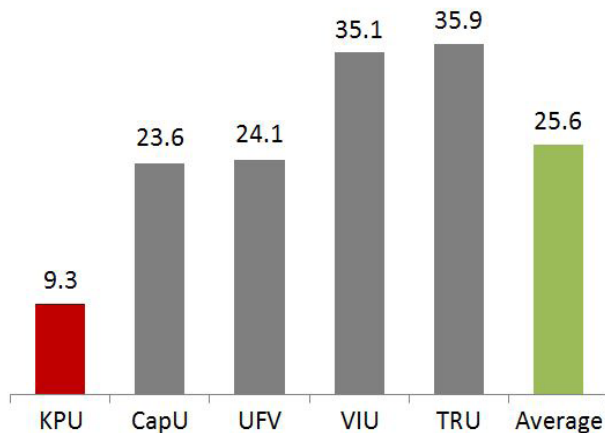
Sources: AVED funding letters and BC Stats Population Est

When compared to the other universities with regional mandates, KPU's compromised ability to serve its region is starkly apparent (Figure 4.1). **KPU receives 9% of the AVED funded post-secondary seats even though it has 21% of the province's population.**

4.2 Adequate Funds to Provide Needed Programs
An additional 2,500 funded seats will allow KPU to **expand applied programming**. However, **those seats must be funded** at levels that support the instructional needs of technology, science, and engineering programs that produce graduates who can apply their knowledge and skill in new technologies that support BC's labour force and the growing industries of the South Fraser Region.

Since 2010 government funding has decreased from 56% to 50% of KPU's total operating budget. Since 2013 the **average AVED grant per FTE has declined while inflation has increased by 5**%. Between 2009/10 and 2013/14, funding to KPU from the **Industry Training Authority** (ITA) for trades and apprenticeship programs, including ACE-IT, has **decreased 14**%.

KPU needs a **level of per/seat funding at least equal to the average of the universities with regional mandates** if it is to serve the South Fraser region. As KPU's program mix becomes more polytechnic, AVED's current funding per FTE for KPU, the second lowest among the universities with regional

mandates, and significantly lower than BCIT's per FTE grant (Figure 4.2), greatly inhibits KPU's ability to offer the science, engineering, and technology programs that are important to realizing *The BC Jobs Plan* and stimulating BC's economic development.

Figure 4.2. **AVED Operating Grant 2013-14: $ per AVED funded FTE at BC universities**
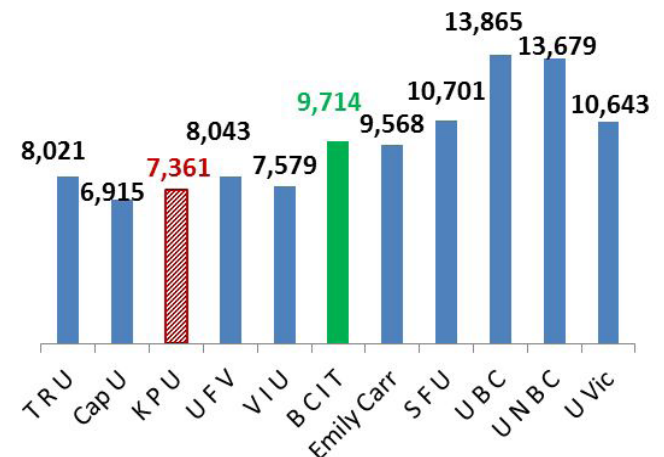
Tuition is lower at KPU than at most other BC universities and BCIT. KPU needs more flexible and market-driven tuition policies if it is to provide the innovative programs and support services that many of its students need to be successful.

Figure 4.3. **Comparative Tuition Fees ($) for Academic Year 2013/14**
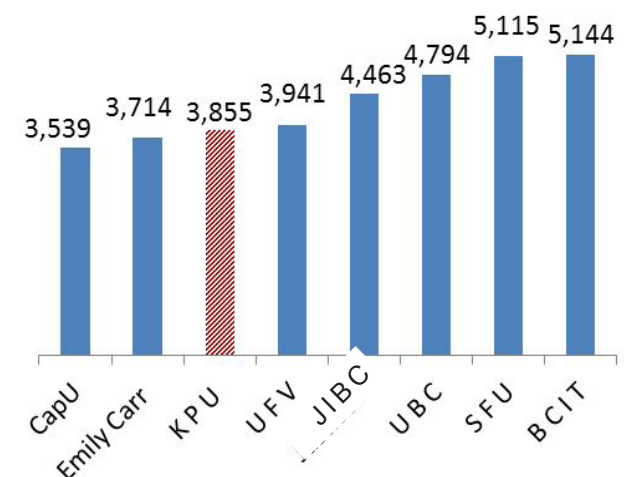
5. **Conclusion**

Acess to post-secondary education is integral to BC's future. **Expanding the number of seats in the KPU region is critical.**

Agenda Item: Notice of Motion: Bylaw No. 4 Revision

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Recommended Resolution:	**THAT the Board of Governors approve a revision to Bylaw No. 4, *Fees,* effective for the Fall 2015 admission cycle, aligning the Bylaw with Policy AR2 *(Admission Policy and Procedures)* with regard to payment of application fees and confirmation deposits.**

Legislative Context

Board Bylaw No. 2, *Amendment of Bylaws,* states that bylaws may be amended at a meeting of the Board provided that written notice of a proposed amendment has been submitted to the Board at least two weeks prior to the Board Meeting at which the amendment will be considered. Given these parameters, an email motion to approve the Bylaw No. 4 revisions will be sent out on December 4, 2015.

Key Messages:

1.   Align Bylaw No.4 with Policy AR2: Admission Policy/Procedures to ensure language and practices are consistent.

2. Simplify the deposit amounts for (1) domestic and international applicants as well as (2) open and limited intakes.

3. Better predict new student enrolment by requiring applicants to accept admission (signaled through payment of a confirmation deposit).

Context & Background:

In support of the University Transitions project, as we continue to streamline the intake process for new students, we are simplifying the way in which students confirm their acceptance of an admission offer in accordance with Policy AR2 (Admission Policy and Procedures). We are also simplifying the action students take when applying / reapplying / being reinstated. As such, the language in Bylaw No. 4 with regard to various application fees and various admission-related deposits requires an update so it is reflective of the recent policy changes.

The various types of admission-related deposits will be consolidated: all applicants will pay a confirmation deposit when accepting an offer of admission, and the deposit amounts will be made consistent for open intakes and limited intakes. The projected number of new students will become more reliable as a result of requiring students who intend to come to KPU to confirm their acceptance of an admission offer.

Deposits are not an additional student fee; they are a deposit that is applied towards full tuition fees owing upon enrolment. Confirmation deposits are non-refundable.

Resource Requirements:
No funding is required to implement this change. Operationally we need to update our communications to students, and ensure the Future Students' Office, Admissions and related service areas are aware, and update the current functionality in Banner to accommodate the change.

Implications / Risks:
The risk if not implemented will be continued confusion around the various deposits required at the point of admission, as well as the resulting volume of associated appeals.

Consultations:
We have consulted with the Transitions Advisory Group (which includes representatives from various service units and all academic units); the Transitions Executive Team; Office of the Registrar; Executive Director, Finance; VP Finance and Administration; and the President.

Attachments:
(1) Bylaw No. 4 Proposed changes
(2) KPU's Current Admissions Deposit Amounts
(3) Proposed Confirmation Deposits for Fall 2015

Submitted by: Jane Fee, Deputy Provost & Vice Provost, Students

Date submitted: November 13, 2014

	BYLAW NO. 4
Approved by	**Board of Governors**
Original Effective Date **Revised**	**16 November 1982** **19 March 2008; October 15, 2008; March 18, 2009; March 24, 2010; 16 June 2010,23 March 2011; 28 March 2012; 3 April 2013, 2 April 2014, November 2014**

B Y L A W No. 4

FEES

1.   Pursuant to the *University Act*, program or course fees and charges to be paid to the University by students shall be determined and/or revised by the Board of Governors.

2.   The tuition fee structure for domestic students effective 01 August 2014 shall be:

   a. Credit Based Programs:

Category	$ / credit	
1	$131.05	• Existing courses[1] as at September 1, 2011 will remain in Category 1
2	$158.35	• Courses in the Special Education Teacher Assistant program • New courses developed for degrees/programs in Faculties such as Business and Arts
3	$176.85	• New courses developed for degrees/programs that incorporate smaller classes, labs, and or studios, e.g. Design, Science, Horticulture, and Community and Health Studies
4	$202.40	• Courses in the Health Unit Coordinator program • New online courses developed for degrees/programs and other specialized programs
5	$250.00	• New courses developed for industry specific technical programs.

[1]with the exception of the Health Unit Coordinator and Special Education Teacher Assistant programs

b. Fixed Term Programs and Full-time Continuous Intake Programs:

Category	$ / week	Applies to the following
1	$114.20	• Existing courses as at September 1, 2011
2	$234.05	• New courses developed for degrees/programs in the trades and technology field of study, e.g. Arborist program

c. Adult Basic Education Programs   No charge

3. Other fees and charges for domestic students effective 01 August 2014 are as follows:

a. Student fees for libraries, Technologies and student life   7 % of tuition

b. Application Fee $40 ~~first time application~~

c. ~~Re-application Fee~~   ~~$20 subsequent application~~

d. ~~Re-instatement Fee~~   ~~$40~~

e. Transcript Fee $5 per transcript (electronic version)
$7 per transcript (paper version)

f. Grade Appeal fee $25

g. ~~Admissions~~ Confirmation Deposit   ~~Admissions Acceptance Deposit: a minimum of $250 to a maximum of 25% of the program fee.~~ Domestic applicants are required to remit a non-refundable ~~admission program acceptance~~ $250 confirmation deposit to signify acceptance of an offer of admission to a open intakes ~~limited enrolment program~~ and a $500 confirmation deposit to signify acceptance of an offer of admission to a limited intake program. If the student registers ~~and enrolls in the program, then~~ this fee will be applied towards the full tuition fees assessment. Students registered in a tuition free course do not pay the ~~Admissions Acceptance~~ Confirmation Deposit, but will be assessed Other Fees & Charges listed above.

h. Graduation Fee   No charge

4. Other Programs

The appropriate Vice President will determine fees and charges for the following:

- Cooperative Education Work Term
- Prior Learning Assessment
- Upgrading, Training, and Professional Studies

5. Service Charges

All discretionary fees will be determined by the Appropriate Vice President (e.g. duplicate tuition receipt charge, NSF cheque / stop payment charge, calendar charge, rush documents, graduation late fee, document evaluation fee, external invigilation charge, supplementation exam fee, library card replacement fee, cheque replacement fee, etc.)

6. International student fees are as follows (for information only):

    a. International Student Tuition Fees
      i. Effective 01 August 2014 $525.00 / credit
      ii. Effective 01 August 2015 $550.00 / credit

Other fees and charges for International students are as follows:

a. Student fees for libraries, technologies and student life
    i. Effective 01 August 2014 $25.00 / credit
    ii. Effective 01 August 2015 $30.00 / credit

Other fees and charges for International students effective 01 August 2014 are as follows:

b. Application Fee $120.00 ~~first time application~~

c. ~~Re-application Fee~~   ~~$120.00 subsequent application~~

d. ~~Re-instatement Fee~~   ~~$40.00~~

e. Transcript Fee $5.00 per transcript (electronic version)
                                         $7.00 per transcript (paper version)

f. Grade Appeal Fee $25.00

g. ~~Admissions~~ Confirmation Deposit   **~~International Deposit:~~** ~~$1000.00~~
International applicants are required to remit a non-refundable $1000 confirmation deposit to signify acceptance of an offer of admission to open intakes and a $1500 confirmation deposit to signify acceptance of an offer of admission to a limited intake program. ~~to secure their offer of admission and signify acceptance.~~ If the student ~~completes the enrolment process,~~ registers, this fee will be applied towards the full tuition fees assessment.

h. Graduation Fee   No Charge

_____

CHAIR
Board of Governors
Kwantlen Polytechnic University

                           _____
                                      Approval Date

                                       December 8, 2014

_____ _____
PRESIDENT   Date Bylaw to be effective
Kwantlen Polytechnic University   if different from Approval Date

Admissions Deposit amounts for Limited Enrolment Programs

Program	Admissions Deposit
Critical Care Nursing: Post Baccalaureate Certificate	This group is currently funded by Fraser Health and therefore no deposit is required.
Graduate Nurse Programs	$250
Health Care Assistant: Certificate	$250
Health Unit Coordinator	$750
Nursing: Bachelor of Science in Nursing	$600
Nursing: Bachelor of Science in Nursing Post-Baccalaureate	$600
Psychiatric Nursing: Bachelor of Psychiatric Nursing	$600
Special Education Teacher Assistant: Certificate	$250
Fashion & Technology: Bachelor of Design	$500
Fashion Marketing: Diploma	$500
Foundations in Design: Certificate	$500
Graphic Design for Marketing: Bachelor of Design	$500
Interior Design: Bachelor of Interior Design	$500
Product Design: Bachelor of Design	$500
Public Safety Communications	$250
Music Diploma	$250
CADD Diploma	$250
Environmental Protection Technology Diploma	$250
Legal Administrative Studies Certificate	$250
Trades apprentice programs	$250
Trades foundation programs	$250

KPU's Proposed Confirmation Deposits for Fall 2015

	Open Intakes	Limited intakes
Domestic	$250	$500
International	$1000	$1500

Current Admission Deposits at BC PSIs

	Admission deposit(s) required for domestic admits	Admission deposit(s) required for International admits
BCIT	**$200** commitment fee for Technology applications. **$100** for Trades.	$1,000
Capilano University	$0 to $1,500 (with the bulk falling between $250-$500)	$5,000
Douglas College	Open enrolment programs (Arts, Science, etc) do not pay a deposit. Most limited enrolment programs require a $350 tuition deposit for an offer to be accepted. Some part-time programs have a tuition deposit of $175	All international students pay a deposit of their first semester of tuition
KPU	$250 deposit for open intakes. Limited intakes vary by program from $250 - $750	$1000 for open intakes. Limited intakes require $1000 plus the program specific amount ($250 - $750)
Selkirk College	A seat deposit is required before being eligible to register	The full first semester tuition
SFU	$250	$750
UFV	None	New International students are required to pay $8500 at the time of acceptance

Agenda Item: President's Senate Update

Action Requested:	☐ Motion to Approve
	☐ Discussion
	☒ Information
	☐ Education

Recommended Resolution:	N/A

Board Committee Report:	N/A

Key Messages: *[maximum of three]*	1. Notes from Senate for September 29 and October 27, 2014 are attached.
Context & Background:	
Resource Requirements:	N/A
Implications / Risks:	N/A
Consultations:	
Attachments	1. *Notes from Senate September 29, 2014* 2. *Notes from Senate October 27, 2014*
Submitted by:	*Alan Davis*
Date submitted:	*November 12, 2014*

The following items were approved at the September 29, 2014 Senate meeting:

- Program Revisions to the Health Care Assistant Program
- Revised Admission Criteria to the Environmental Protection Technology Diploma
- Undergraduate Faculty Admission Requirements for the Faculty of Arts
- The budget development principles and criteria recommended by the Senate Standing Committee on the University Budget
- Appointments to Senate Standing Committees
    - Senate Standing Committe on Academic Planning and Priorities
        - Amandeep Cheema, Student Senator
    - Senate Standing Committee on Curriculum
        - Gaurav Kumar, Student Senator
    - Senate Governance Committee
        - Steven Button, Student Senator
    - Senate Nominating Committee
        - Steven Button, Student Senator
    - Senate Standing Committee on Policy Review
        - Amandeep Cheema, Student Senator
    - Senate Standing Committee on Program Review
        - Patrick Donahoe, Dean
        - Gaurav Kumar, Student Senator
    - Senate Standing Committee on Tributes
        - Brian Haugen, Dean
    - Senate Standing Committee on the University Budget
        - Tom Westgate, Senator, Faculty of Trades and Technology
- Appointments to the Associate Vice President of Research Search Advisory Committee
    - Tom Westgate, faculty member, Faculty of Trades and Technology
    - Michelle Nakano, faculty member, Faculty of Science and Horticulture
    - Gaurav Kumar, Student Senator
- Senate endorsed the program discontinuance of the Graduate Nurse Re-Entry Program and recommended it to the Board of Governors for approval.
- Graduates to September 29, 2014

The following items were approved at the October 27, 2014 Senate meeting:

- The Proposal on Minors
- Revisions to the Faculty of Science and Horticulture Bylaws
- Revisions to the Wilson School of Design Bylaws as amended
- Appointments to Senate Standing Committees
  - Senate Governance Committee
    - Connie Klimek, Senator, Faculty of Health
  - Senate Nominating Committee
    - Brenda Snaith, Senator, Wilson School of Design
  - Senate Standing Committee on Library
    - Ulrike Kestler, Librarian, Library
  - Senate Standing Committee on Policy Review
    - Connie Klimek, Senator, Faculty of Health
  - Senate Standing Committee on Program Review
    - Celia Brinkerhoff, faculty member, Library
  - Senate Standing Committee on University Budget
    - Robert Wood, Senator, School of Business
- Appointment to the following faculty members to the Associate Dean of Academic Career and Advancement Search Advisory Committee
  - Colleen McGoff Dean, Academic and Career Preparation
  - Melissa Swanink, English Language Studies
  - Ronnie Skolnick, Academic and Career Preparation
  - Chris Traynor, Academic and Career Preparation
  - Tanya Boboricken, Academic and Career Preparation
  - Alexa Karapanos, English Language Studies
- Appointment of the following faculty members to the Academic Plan Implementation Task Force
  - Mark Diotte, Faculty of Academic and Career Advancement
  - Janine Hatfield, Faculty of Health
  - Robert Dearle, Faculty of Arts
  - Anita Braaksma, School of Business
  - Takashi Sato, Faculty of Science and Horticulture
- Appointment of the following additional faculty member to the Associate Vice President of Research Search Advisory Committee
  - Jackie Quigley, Faculty of Academic and Career Advancement
- Graduates to October 27, 2014.

	Board of Governors	Regular Meeting
	Board of Governors	**Regular Meeting**
	Agenda Item: #	**15**
	Meeting Date:	**November 19, 2014**
	Presenter(s):	**Harpreet Bhatti**

Agenda Item: *Evaluation of the Board as a Group*

Action Requested:	☐ Motion to Approve
	☐ Discussion
	☐ Information
	X Education

Key Messages:
[maximum of three]

Harpreet Bhatti is assigned to evaluate the Board's own performance at the November 19, 2014 Board meeting.

Attachments: *Evaluation Form*

Submitted by: *Sandi Klassen*

Date submitted: *November 12, 2014*

Board Meeting Evaluation

Date: April 2, 2014

What went well	What could we do better

To change for next time:

Agenda Item: **Information package**

Action Requested:	☐	Motion to Approve
	☐	Discussion
	X	Information
	☐	Education

Attachments: 1. Kwantlen "Upcoming Events / Activities 2014 / 15 **Note – new events are marked with ++ prior to the date**

2. Report to the Board of Governors / November 2014

KWANTLEN UPCOMING EVENTS / ACTIVITIES 2014 / 2015

If you are planning to attend any of the upcoming events, please be sure to advise Sandi Klassen at 604-599-2079 (e-mail Sandi.Klassen@kpu.ca)

++Indicates new items on the calendar since the last version

Date	Time	Event/Activity	Location
2014			
Tuesday 18 November	6:00 pm	2014 General Awards Dinner	River Rock Show Theatre Richmond
Wednesday 19 November	3:00-7:00 pm	Board Meeting	Surrey Campus 12666 72 Avenue, Surrey Cedar Bldg Room 2110
Friday 28 November	6:00 pm	Board Recognition Dinner	Northview Golf & Country Club 6857 -168 Street, Surrey
Wednesday 3 December	4:00-6:00 pm	Board Governance Committee	Cloverdale Campus Room 1853
2015			
Wednesday 14 January	4:00-6:00 pm	Board Governance Committee	Cloverdale Campus Room 1853
Thursday 15 January	4:00-6:00 pm	Board Human Resources Committee	Cloverdale Campus Room 1853
Wednesday 21 January	4:00-6:00 pm	Board Finance & Audit Committee	Cloverdale Campus Room 1853
Wednesday 28 January	3:00-7:00 pm	Board Meeting	Langley Campus Room 1030 20901 Langley By-Pass
++Thursday 5 February	5:30-8:00 pm	HOLD - Faculty of Trades & Technology Awards Ceremony	Cloverdale Campus
Wednesday 11 February	4:00-6:00 pm	Board Governance Committee	Cloverdale Campus Room 1853
Friday-Saturday, February 20-21	Friday Afternoon to Sat. 4:00 pm	Board Retreat – overnight	TBD
Wednesday 11 March	4:00-6:00 pm	Board Governance Committee	Cloverdale Campus Room 1853

Thursday 18 March	4:00-6:00 pm	Board Finance & Audit Committee	Cloverdale Campus Room 1853
Thursday 19 March	4:00-6:00 pm	Board Human Resources Committee	Cloverdale Campus Room 1853
Wednesday 1 April	3:00-7:00 pm	Board Meeting	Cloverdale Campus Room 1853
18-22 April		Association of Governing Boards National Conference	Phoenix, Arizona
Wednesday 8 April	4:00-6:00 pm	Board Governance Committee	Cloverdale Campus Room 1853
Thursday-Saturday 30 April – 2 May		Canadian University Boards Association (CUBA) – Board Chair and University Secretary attend	Montreal, Quebec
Thursday 7 May	4:00-6:00 pm	Board Human Resources Committee	Cloverdale Campus Room 1853
Wednesday 13 May	4:00-6:00 pm	Board Governance Committee	Cloverdale Campus Room 1853
Wednesday-Friday 20-22 May	10:00 am 3:00 pm	Convocation	Surrey Campus Gymnasium
Thursday 27 May	4:00-6:00 pm	Board Finance & Audit Committee	Surrey Campus , Cedar Bldg Rm 2110
Wednesday 3 June	3:00-7:00 pm	Board Meeting	Cloverdale Campus Room 1853
Wednesday 17 June	4:00-6:00 pm	Board Governance Committee	Cloverdale Campus Room 1853
Typically, no meetings in July and August			
Wednesday 23 September	3:00-7:00 pm	Board Meeting	Richmond Campus Melville Centre for Dialogue 8771 Lansdowne Road
October 8-9	10:00 am 3:00 pm	Fall Convocation	Surrey Campus Gymnasium
Wednesday 18 November	3:00-7:00 pm	Board Meeting	Surrey Campus Cedar Bldg, Room 2110 12666 72 Avenue

November 19, 2014

2016

June 1-3	10:00 am 3:00 pm	Convocation	Surrey Campus Gymnasium
October 6-7	10:00 am 3:00 pm	Fall Convocation	Surrey Campus Gymnasium

2017

May 31, June 1-2	10:00 am 3:00 pm	Convocation	Surrey Campus Gymnasium
October 5-6	10:00 am 3:00 pm	Fall Convocation	Surrey Campus Gymnasium

2018

May 30-31, June 1	10:00 am 3:00 pm	Convocation	Surrey Campus Gymnasium
October 4-5	10:00 am 3:00 pm	Fall Convocation	Surrey Campus Gymnasium

November 19, 2014

Report to the Board of Governors

November 14

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Faculty of Academic and Career Advancement

Dean's Office

The Faculty of Academic and Career Advancement continues to look for innovative ways to connect with and serve the communities in KPU's region.

We are excited about the development of a fundamental literacy course for people with intellectual disabilities, having received funding from the Dr. Ike Barber Endowment to pursue this collaborative pilot project between ACP and APPD.

The TALK (Third Age Learning at Kwantlen) program has a full slate of classes planned for the year. The Dean appreciated the opportunity to attend the AGM of this lively group, where KPU's former chancellor, Dr. Arvinder Bubber, spoke.

The Dean's Office has been supporting the work of the departments through scheduling, monitoring enrollments, curriculum development and marketing efforts. We are proud of the great work being done in all the departments of FACA.

Programs – New, Revised, Reviewed

Academic and Career Preparation (ACP)

ACP's fall classes, in both self-paced and semester modes, are underway, and so ACP's main task – helping students gain the skills they need to succeed in their academic and career pathways – continues to be the priority.

It was a pleasure to have President Davis recently visit ACP's three self-paced classes in Surrey. He clearly understood the individualized, competency-based, mastery learning process that ACP has long used in these programs, and he enjoyed chatting with the faculty and with several of the students in each class.

- Our last-minute efforts to draw media attention to the "doorway" ACA offers into post-secondary education through publicizing the recently recognized national **Essential Skills Day** didn't result in the publicity we'd hoped for, but next year we'll know how to organize this effort more effectively.

- To ensure that students who need ACP's support have current and relevant information, the ACP brochures and website have been updated.

- The Dept. reviewed the prerequisites that other KPU courses have for our programs, and have suggested revisions to those departments whose prerequisites are out of date; the response to this effort has been very positive.

- ACP has begun work with the region's WorkBC offices, hoping to set up a joint program to assist their clients in gaining the basic skills many of them need.

- Our connections with the Educational Advisor assigned to our Faculty and with the Future Students' Office have continued to be helpful and positive.

- Our new Dean is encouraging our efforts to connect with each other and our ACA colleagues by initiating a Scholars and Snacks evening on November 13 where we will have a chance to discuss and share our teaching experiences.

- ACP faculty members continue to represent us well on provincial ABE articulation committees and on various KPU committees, both within and outside of the ACA Faculty.

- A new marketing strategy is underway for the Phoenix Kwantlen Learning Centre's evening Aboriginal program.

Access Programs for People with Disabilities (CCLS)

Intake continued to be a priority this fall so the Work Exploration and Job Preparation Programs are now full on all three campuses (Langley, Surrey and Richmond).

APPD is actively recruiting students for the Vocational Skills Training (VST) Program Clerical Assistant option for a January 2015 start and a Variance is being sought to allow APPD to offer the Child Care Aide option of the VST Program starting in January 2015 as well.

Career Choices and Life Success (CCLS)

A significant amount of work by CCLS faculty has been applied to editing the CCLS Student Course Manuals to capture the changes approved in June to the CCLS course outlines. The Fall 2014 semester is considered the pilot for the new CCLS student manuals.

CCLS has experienced a good deal of change in the past month with the hiring of a new administrative support person at 8 hours/week. A new .25 faculty has been hired for Spring 2015 to replace Mary Ann Becher who will run the new Richmond CCLS program for women.

- The Dean has supported the *2012 CCLS Needs Study* to run the program as a women only program. This support was invaluable after the poor attendance at the men and women's program on the Surrey campus in Spring 2014.

- CCLS is working closely with the KPU Communications Dept. to ensure CCLS is widely promoted and current CCLS students and alumni are spotlighted.

- CCLS was represented in the West Coast Women's Show at the Tradex in Abbotsford on the weekend of October 24 – 26.

- MaryAnn Becher is making contacts with the Richmond community to ensure not only marketing connections, but also contacts for prospective placement hosts for CCLS student in the Gateway 2014 Program.

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English Language Studies (ELST)

The recommendations made by the ELST Working Group are now being reviewed by the Department in collaboration with the KFA.

Applications are open to domestic students for the Spring 2015 semester. Admission is limited to students who test at Foundation Level and above.

Our Faculty & Staff

Faculty Achievements

- *Suzanne Ammirati,* an Instructional Associate in APPD, retired after 23 years of service. Suzanne was recognized at her retirement party for her significant contributions to the APPD Dept. and KPU, as well as for the very positive impact she had on many students, alumni, families and employers at a retirement party

Recent and Upcoming Events

KPU Open House

ACA and all of its departments are participating in the first ever Richmond Open House. This event is in support of KPU's new *Vision 2018* and will celebrate the University's people, programs, services and vibrant campus in Richmond.

This is a great opportunity for ACA, specifically our CCLS program who will be offering their program for the first time in Richmond to connect prospective students with faculty members and current students. Richmond Open House offers the public information about ACA & other university programs and an opportunity to ask questions about what we offer. As an integral part of the Richmond community, KPU is dedicated not only to higher learning, but also to community engagement.

Faculty of Arts

The Faculty of Arts has had a strong start to the Fall term, with full classes and active, successful students and faculty, as indicated in the following:

Student Success:

- **Criminology Student Awards:** As part of Fall Convocation, the Criminology Department honoured Priscilla Ready with the Award in Social Justice, and the Award for Scholarship; Paige Gardiner with the Spirit Award; and Ashley Colby, Vanessa Vilardi, and Priscilla Reddy with the Academic Achievement Awards. Priscilla Reddy was also awarded the first Tom C Allen Award in Social Justice (October 2014)

- **Rosaura Ojeda** (Fine Arts): Received a BC Arts Council Scholarship for Artists in the Youth Program

- **Natasha Receno** (Creative Writing): Represented Team Surrey at the Canadian Festival of Spoken Word in Victoria (October 13-18th)

- **Amanda Smith-Weston** (Interdisciplinary Expressive Arts and Anthropology): Awarded the President's Outstanding Graduate Award for a Bachelor's Degree (October)

- **Lenée Son** (Journalism): Won $2000 Jack Webster Foundation 2014 Student Journalism Award Scholarship which was awarded to five BC Journalism students

- **Kwantlen Creative Writing Guild:** Guild holds monthly poetry slam competitions at Grassroots Café. Slamapalooza was held on October 16th

Creative Works and Scholarly Publications:

- **Matilda Aslizadeh** (Fine Arts): "Matilda Aslizadeh and Gwenessa Lam: Edge State" Two-person exhibition Centre des arts actuels SKOL, Montreal (September 5 - October 4, 2014)

    o Publication to accompany exhibition: Roy, Marina. "Walls and Towers: Works by Gwenessa Lam and Matilda Aslizadeh" SKOL Centre des Arts Actuels, 2014

    o Pari Nadimi Gallery Booth at Art Toronto 2014, Art fair (October 23-27, 2014)

- **Andrew Bartlett** (English): Has published his first book, the scholarly monograph *Mad Scientist, Impossible Human: An Essay in Generative Anthropology* (Aurora, Co.: Davies Group Publishers) (October)

- **Daniel Bernstein** (Psychology): Coburn, P., Bernstein, D.M., & Begeer, S. (2014). "A new paper and pencil task reveals adult false belief reasoning bias." *Psychological Research*. DOI 10.1007//s00426-014-0606-0.

    o Coolin, A., Erdfelder, E., Bernstein, D. M., Thornton, A. E., & Thornton, W. L. (2014). "Explaining individual differences in cognitive functions underlying hindsight bias," *Psychonomic Bulletin & Review*. DOI 10.3758/s13423-014-0691-5

- o Sager, B., Yanko, M.R., Spalek, T.M., Froc, D.J., Bernstein, D.M., & Dastur, F.N. (2014). "Motorcyclist's lane-position as a factor in right-of-way violation collisions: A gap acceptance study," *Accident Analysis & Prevention*, 72, 325-329.

- ➤ **Gira Bhatt** (Psychology): "Sikh Leadership Honored for Action Plans to Prevent Youth Violence and Gang Involvement," published in Newspaper "The Voice" (October 14)

- ➤ **Warren Bourgeois** (Philosophy): "Sustainable Development: A Useful Family of Concepts After All," *Environmental Ethics* (October)

- ➤ **Aaron Bushkowsky** (Creative Writing): Aaron's play "Farewell, My Lovely" opened at Calgary's Vertigo Theatre (September 25)

- ➤ **Ying-Yueh Chuang** (Fine Arts): "Made in Medalta," Slate Fine Art Gallery, Solo Exhibition, Regina (August 21 – September 27)

  - o "Past and Present," Arbutus Gallery, Solo Exhibition (September 16 – 30)

  - o "Studio Visit: Ying-Yueh Chuang," Published in BC Potters News Letter, Volume 50, No 7, P 4-6 (September)

- ➤ **Liam P. Dempsey** (Philosophy): Chapter entitled "Is a Tear an Intellectual Thing?" in *Leonard Cohen and Philosophy: Various Positions*, edited by Jason Holt (Open Court Publishing, Popular Culture and Philosophy, 2014), 203-214 (October 15)

- ➤ **Aaron Goodman** (Journalism and Communication Studies): Produced multimedia story by Journalism and Communication Studies student Lenée Son: "My Mother's Light - 30 Years Later." Published by Photojournale Multimedia (http://multimedia.photojournale.com/my-mothers-light-30-years-later/)

- ➤ **Jack Hayes** (History): "From Burning Mountains to Red Skies: Fire Ecosystems, Social Dynamics, and Historical Change in Shandong Province, 1700-1960," in Conference Proceedings: 2nd World Congress on Environmental History (October)

- ➤ **Aislinn Hunter**(Creative Writing): *The World Before Us* – Novel published (September 6)

  - o The film version of her novel *Stay* (starring Aidan Quinn and Taylor Schilling of Orange is the New Black) was released on to pay-on-demand channels and iTunes in Canada running throughout September and October

- ➤ **Scott McBride** (Fine Arts): Contributing author and artist to *Unsuitable as an Institution the tenacity of access gallery 1992 – 2014* (September)

- ➤ **Alison MacTaggart** (Fine Arts): Contributing artist and author to *Unsuitable as an Institution: the tenacity of access gallery 1992-2014* (October)

- ➤ **Levente Orban** (Psychology): Orbán, L.L. & Plowright, C.M.S. "Getting to the start line: How bumblebees and honeybees are visually guided towards their first floral contact," *Insectes Sociaux*. DOI: 10.1007/s00040-014-0366-2 (September)

  - o Orbán, L.L. & Plowright, C.M.S. "Radio frequency identification and motion-sensitive video efficiently automate recording of choice behavior by bumblebees." JOVE Video publication (October)

- ➤ **Juan Carlos Rocha Osornio**(Modern Languages): "¡Puto! ¡puto! ¡matarile al maricón!: Mexican Novels that deal with Queens, Pansies, Fags, Cocksuckers, and Others, and What They Tell Us

About the Role and Treatment of Male Homosexuals in Mexico," Presented at the 9th National Conference of Mexican Graduate Students and Researchers in Canada, Montreal (October 25)

➢ **Diane Purvey** (Dean): "'Woolridge Driven to Kill Wife': Lessons on How to Get Away with Murder," in *Vancouver Confidential* (Anvil Press, 2014) (September)

- o Guest on CBC Radio "Early Edition" on *Vancouver Confidential* (September 15)

➢ **Charles Quist-Adade** (Sociology): "Airstrikes, Beheadings, Ebola, and Our Common [In]Humanity," Blog post: A commentary on current global affairs (September 28)

- o "What African Liberation Day and Emancipation Day Have in Common," Blog post: A commentary on Global African events (September 30)

➢ **Constanza Rojas-Primus** (Modern Languages): Commentary to A. Schwegler and J. Fuentes Guerra's article, "El origen *kongo* del Palo Monte (Cuba): una aproximación etnolingüística," UniverSOS 11, October, 2014: 71-75.

➢ **Leslie Tilley** (Music): "Dialect, Diffusion, and Balinese Drumming: Using Sociolinguistic Models for the Analysis of Regional Variation in Kendang Arja," *Ethnomusicology*, Vol. 58 No. 3 (October)

➢ **Katie Warfield** (Journalism and Communications): Publication of online selfies course (September 15)

Public Presentations:

➢ **Dorothy Barenscott** (Fine Arts): Tedx KPU Talk: "Emancipating Genius" (September 27)

- o "At the Intersection of Art History and the Art Market: Navigating The Business of Art." Chaired a panel and presented a paper at the annual Universities Art Association of Canada Conference in Toronto at OCAD University (October 24)

➢ **Gira Bhatt** (Psychology): "Protecting Youth from Involvement in Violence and Criminal Gangs: Evidence-based Research," Presentation at Community Forum in Surrey: South Asian Community Coalition Against Youth Violence, MOSAIC-BC (October 9)

- o Guest on CBC Radio Almanac show on "Surrey 6" Court verdict (October 3)

➢ **Annie Briard** (Fine Arts): "Wonder in Practice: bridging theory and practice in visual art pedagogy," Paper presentation and panel participation at the annual Universities Art Association of Canada Conference in Toronto at OCAD University (October 24)

➢ **Jen Currin** (Creative Writing): Reading at Kenton Club in Portland (September 12)

- o Reading as part of the "Indigenizing the Academy" week at Capilano University (September 24)

- o Read in Poetry Bus as part of Word Festival (September 28)

➢ **Wayne Fenske** (Philosophy): Asked to comment on paper titled "The Proper Role of Empathy in Morality" at the 2014 Western Canada Philosophical Association Meeting, UBC (Oct 4)

➢ **Sheila Hancock** (English): "A Perfect Match—Blended Learning and Student Engagement: A Case Study on the Importance of Student Engagement in a Blended, First-Year Composition Course,"

Presentation at COHERE 2014 Conference "Access and Diversity in Blended and Online Higher Education: Pedagogies and Policies," Saskatchewan (October 27 – 28)

➢ **Jane Hayes** (Music): Imaginary Worlds - Turning Point Ensemble opening concert; Vancouver Playhouse (September 19)

  o UBC Noon-hour Series - Collaborative concert with UBC faculty Julia Nolan (saxophone); Brenda Fedoruk (flute) (October 15)

➢ **Aislinn Hunter** (Creative Writing): Read at the Kingston Writers Festival (September 27)

  o The Vancouver Writers Festival (October 23 and 26)

➢ **Rajiv Jhangiani** (Psychology): "Opening up psychology: Adopting open textbooks, open pedagogy, and an open philosophy in the classroom," Symposium at the Annual Conference on Teaching of the Society for the Teaching of Psychology (October)

➢ **Jocelyn Lymburner and Kyle Matsuba** (Psychology): Panelists at "Opera Speaks: There's a Monster in all of Us," A KPU-Vancouver Opera production on the impact of bullying on the Surrey community (October 14)

➢ **Julia Murphy** (Anthropology)**:** TALK Presentation, Mexico: Culture and History (October 15 and 22)

➢ **Billeh Nickerson** (Creative Writing): Performed at Poetry Gabriola (September 19)

  o Word Vancouver (September 28)

  o Vancouver Writers Festival (October 25 and 26)

➢ **Levente Orban** (Psychology): "Flower-Naïve Bumblebee Exploration Behaviours Point to the Interaction of Two Visual Properties," Oral Presentation at the Alps-Adria Psychology Conference at the University of Pécs, Hungary (September 19)

➢ **Diane Purvey** (Dean): "Developing Leadership Literacy: A University-School District Partnership" with Patricia Neufeld and Victoria Handford at Learning, Leadership, and Practice: Educating Global Citizens, Mount Royal University, Calgary (October 2, 2014)

➢ **Jan Thompson** (Geography): "Water Management and Mismanagement," Presentation at Langara College, Vancouver for the Environmental Studies Seminar Series (October 1)

  o "Geologic History and Landscapes of the Lower Mainland" - Presentation for the TALK series, KPU (October 3)

➢ **Katie Warfield** (Journalism and Communications): TEDx Talk: The Authenticity of Selfies (September 27)

  o Moderating conversation on Space, Place and "Appropriateness" - Collaboration with Theresa Senft at NYU on The Selfie Researchers Network (October 20 -24)

Awards and Appointments:

➢ **Seema Ahluwalia** (Sociology): Elected to the Board of the Downtown Eastside Women's Center, Vancouver, BC (September 15)

➢ **Daniel Bernstein** (Psychology): Member of the Royal Society of Canada's College of New Scholars, Scientists, and Artists (inaugural cohort) (October)

- **Sheila Hancock** (English): Re-appointed to BCCAT Council for a three-year term (Sept. 2014-2017)

- **Aislinn Hunter** (Creative Writing): Her novel *The World Before Us* was announced as Chatelaine Magazine's Book Club pick for the month of October and was featured in the October issue. Reviews also appeared in *The Vancouver Sun* (September 6), *The Georgia Straight* (September 17), *The National Post* (September 12) and *The Globe and Mail* (October 11)

- **Rajiv Jhangiani** (Psychology): Selected as one of 3 faculty members in BC to work with BC Campus to study, advocate, and otherwise facilitate the adoption of open textbooks by BC faculty (September)

    - Awarded Katalyst research grant to study the adoption of open textbooks for students, faculty, and institutions (October)

- **Evan Lopes** (Psychology): Received the Exemplary Service Medal. Awarded by the Chancellary and Honours department under the Governor of Canada, this award requires a minimum of 10 years of daily exposure to harm's way where the person has distinguished themselves above their peers in the line of duty (October 2014)

- **Billeh Nickerson** (Creative Writing): "Artificial Cherry" was nominated for the 2014 City of Vancouver Book Award (September)

- **Larissa Petrillo** (CIR:CLE): Appointed Committee member, Surrey Poverty Forum 2015 Planning Committee

Community Engagement:

- **Seema Ahluwalia** (Sociology): Invited to serve as a facilitator for Chief Robert and Associates Reconciliation Circle for the Chenchenstaway Elders' Council I Squamish, BC (October 15-16)

- **Susan Black and Peter Warren** (Faculty of Arts degree advisors): Met with the Director and the Admissions Officers for Teacher Education at the University of British Columbia (UBC) to identify and facilitate admissions pathways for KPU students who wish to enter the elementary and secondary teacher education programs at UBC. The UBC staff reported that 17 KPU graduates were admitted to the elementary teacher education program, and 13 KPU graduates were admitted to the secondary teacher education program in 2014 (September 29)

- **Borealis String Quartet** (Music): The Music Department and KPU celebrated their partnership with the Borealis String Quartet as KPU's Quartet-in-Residence with a launch at the Surrey Campus (October 15)

- **Ying-Yueh Chang** (Fine Arts): Organized and helped 5 of ceramic students participate in joining the Fraser Valley Potters Guild member's Christmas sale at Newton Culture Centre (October 25)

- **Criminology Department:** Presented with Telus Innovation Award for the Inside/Out Program. This award was given to 2 of the over 700 projects funded by Telus in the past 18 months (September 22)

- **Jen Currin** (Creative Working): Asked to judge the 2014 Pandora's Collective Poetry Contest and Room Magazine's Poetry Contest (September)

- **Noemi Gal-Or** (Political Science): Vice-Chair, Canadian Bar Association (CBA), National International Law Section, participation at CBA, National Council Sections Annual Fall Meeting, Ottawa (October 18-19)

  o Board member, Dunbar Residents Association, planning of All Candidates Meeting, Vancouver municipal elections (October 26)

- **Don Hlus** (Music): Attended the BC Music Educators' Association Conference in Richmond. This is the annual conference where all BC public school music teachers attend workshops and presentations, and hear honours ensembles perform (October 23-25)

- **Lisa Kitt** (Criminology): Attended a Healing Shame workshop presented by Bret Lyon, PhD and Sheila Rubin, LMFT, RDT/BCT (October 11- 12, 2014)

- **Mike Larsen** (Criminology): "FOI 101: Public Workshop on Freedom of Information." Public presentation and workshop facilitation held at SFU (Surrey), hosted by the BC Freedom of Information and Privacy Association and Media Democracy Days, in celebration of Right to Know Week (September 19)

- **Larissa Petrillo** (CIR:CLE): Presented at the Arts PD Session on Service Learning (September 30)

  o Served as KPU rep on The Community Collaboration Table (CCT-Richmond), a nationwide initiative of Citizen and Immigration Canada (CIC) which aims to complement existing immigrant integration programs through community collaboration. Includes over 40 members from the Richmond community. http://www.iamrichmond.ca/our-programs/richmond-community-collaboration-table/

- **Psychology Department:** Held an Openhouse for students who are in Psychology or potentially interested in Psychology (October 6)

- **Yanfeng Qu** (Modern Languages): Adjudicator for the 2014 Chinese Bridge Mandarin Singing Contest for University Students, Oct. 26, 2014 at BCIT Downtown Campus, 4 KPU students participated (October 26)

- **John Rose** and **Geography Department**: Kwantlenscapes, Geography Bus Tour. Bus tour looking at the physical landscape and human/cultural dimensions of the Kwantlen area – Surrey, Richmond, and Langley. Over 40 KPU students and faculty attended, from various faculties and disciplines (September 12)

- **Cathy Stonehouse** (Creative Writing): Reviewed notable Canadian fiction for EVENT magazine, issue 43/2 and the Literary Review of Canada's November issue

- **Cathleen With** (Creative Writing): Hosting Event #50 "To Link or not to Link" at Vancouver Writers Festival (October 24)

The Chip and Shannon Wilson School of Design

Wilson School of Design Activity

All seven Design programs are in full swing and the division is already gearing up for its intake for September 2015. This includes implementing the new Admissions process, engaging in the development of an overall Communications Strategy that will elevate the profile of the Wilson School of Design and impacting recruitment and conversion, working with the Future Students Office on recruitment strategies, providing Information Sessions for the general public and prospective applicants, and realigning portfolio review timelines.

Expanding Resources

New Design Workshop
The broad-purpose Design Workshop is now fully operational. The workshop is fully equipped and contains a variety of woodworking and power tools such as: a sliding compound mitre saw, band saw, wood lathe, belt and disc sander, scroll saw, router and router table, dremel, jigsaws, drills, orbital sanders, grinders (handheld and stationary) and a milling machine. Additionally available are hand saws, planes, chisels, carving knives, hot glue guns, heat guns, foam cutters, ratchet sets, utility knives, T-squares, calipers, and more.

Students from all Wilson School of Design programs have access to this facility following the completion of safety certification training which ensures proper safe usage of all equipment. This dynamic, in-demand new facility is managed by a part-time staff person who has over 25 years of hands-on experience in the areas of construction, fabrication, design, and instruction.

Additional Resources & Expertise
Several new pieces of equipment have been added to our inventory. This includes a Seam Sealer, Flatlock Machine, Single Needle Chainstitch, Zigzag Machine, Coverstitch Elastic Machine, and Elastic Adaptor. These pieces will increase student expertise in new technologies and further their ability to innovate in fashion, technical apparel, and product design.

As well, the Fashion Design & Technology faculty team attended an on-campus series of dedicated training sessions in late August to increase their proficiency in the use of Advanced Gerber. With the skills and training received in this advanced pattern-making program, the faculty is now expanding the hands-on training they are delivering to students, thereby expanding the student's skill levels and abilities.

Research & Scholarship Activity

Design for Humanity: Disaster Relief

The Arbutus Medical Group, consisting of a team of researchers and grad students from UBC, approached the Wilson School of Design Product Design program to participate in their project, *Design for Humanity: Disaster Relief.* This project aims to provide an innovative solution to high-cost surgical equipment, typically unavailable in the developing world. Approximately 20 to 50 million people each year are injured in traffic accidents, according to the World Health Organization. Ninety per cent of the time, these incidents happen in the developing world; in which there is only 10 per cent of the world's health resources to work with.

The Arbutus Medical team, while in the field, witnessed the desperate need firsthand. Public hospitals had limited equipment and surgeons juggled between one "sterile hand" and one "unsterile hand." With the help of Wilson School of Design Product Design students, the Arbutus Medical team will develop a waterproof, sterilized covering that transforms simple commercial power drills into low-cost surgical-grade equipment. Outcomes include new knowledge about sustainability in design, global health, and biomedical design. The project also opens opportunities such as internships in the field of Bio-design, and future employment and involvement in global design activities.

Product Design Partnership Project

To provide students with a well-rounded understanding of the design process from concept to testing to design to prototyping, Product Design has partnered with the Richmond Olympic Oval on several initiatives. As the curriculum has a strong focus on applied learning, students have visited the Oval on several occasions since beginning the School year and 'tested' various sports-related accessories, gear, and apparel in the Oval's state-of-the-art facilities. From testing footwear to cycling apparel to skating accessories, this partnership with the Richmond Oval will evolve over the coming year. In addition, preliminary talks are underway to partner KPU students with Olympic/Competitive-level athletes to discuss needs for improved performance product designs.

Funding Granted

The recipients of the first call for the Vision Execution and International Field Experience Funds, provided by Chip and Shannon Wilson, have been chosen.

Vision Execution Fund

Tina Buser – Technical Apparel Design Student - $3,000.00
Tina will be traveling to Heriot Watt University in Scotland to access specialty knitting equipment to facilitate her research into her final Capstone project. Tina is exploring the development of innovative material and design for the equestrian marketplace.

Glencora Twigg – Technical Apparel Design Student - $3,000.00
Glencora is also travelling to Scotland to access specialty textile equipment and faculty expertise at Heriot Watt University to facilitate her final Capstone project. Glencora's project aims to develop a swimsuit that is intended to manage body shape and minimize bulging that is often associated with compression at the edges of the swimsuit openings.

Alexandra Taylor – Fashion Marketing Student - $1250.00
Alexandra, on behalf of her 2nd year Fashion Marketing class, requested funds to be able to pay for all 25 students to attend the upcoming Retail West Conference. This event will support students in their industry networking opportunities as well as gain knowledge from various event lectures.

Gabrielle Durning – Dean's Office - $20,000.00
As part of a comprehensive communications plan developed for the Wilson School of Design, Gabriele (Coordinator of Communications, Events, and Professional Studies) identified the need to work with several outside agencies to assist in a branding strategy, social media strategy, and advertising campaign. These funds will support this initiative in its first phase.

International Field Experience Fund

Catherine Chan & Chelsea Nielson – Fashion & Technology Students - $5,000.00/student
Catherine and Chelsea will be traveling to New York City in January to learn more about global sourcing and gathering research for their graduating lines. They will be attending DG Expo, with Paul King of Vancouver firm, Kendor Textiles, and Premiere Vision and TexWorld with Laura Lam, from Shannon Wilson's new apparel company, Kit and Ace. DG EXPO features a two day textiles and trims exhibit for designers, small manufacturers, private label retailers, fabric stores, and wholesalers. It also provides seminars focused on Business Growth and profitability. Premiere Vision is the world's leading fabric fair. The tradeshow leads international experts and professionals to gather and exchange view points on emerging trends destined to influence the season. This forward-looking and exclusive information inspires the entire chain of design and creation. TexWorld exhibits a range of raw materials and apparel fabrics which are manufactured from the leading production houses. This is a show that leading companies use as a platform to publicize and widen their respective brand names.

Caitlin Fulowski, Tina Buser, Kate Henderson, Kimberly Hughes, Topher Wong, & Stella Ho – Technical Apparel Students - $10,200.00
These six students are currently attending the Performance Day Conference in Munich Germany. The Performance Days conference is a showcase for the latest innovations and trends for textiles in the active wear industry. This opportunity will expand their understanding of performance textiles on a global scale through exposure to innovations and trends in textiles, international performance apparel markets, and trends in fabric development. It will also give them an opportunity to network with global performance apparel and textile companies.

Rosanna Fung – Fashion & Technology Student - $5,000.00

Rosanna will be traveling to China during the December break to visit the Wendor Garment Factory and On Hing Factory. She will extend her knowledge of current manufacturing practices, develop her judgment in the selection of ethical and sustainable manufacturers, and extend her understanding of how to prevent poor working conditions overseas. As well, she will be attending the Shenzhen International Textile Fabrics & Accessories and Yarn Fair to learn about computer aided design/printing of fabrics, technologically advanced functional fabrics, and computer integrated manufacturing.

Community and Industry Engagement

Vancouver Modern Homes Tour

The Fashion Marketing program was the recipient of a Bursary from the 2014 Vancouver Modern Homes Tour organization. Students from the Fashion Marketing program were stationed at each home on the Tour as Event Ambassadors and Hosts. Students provided guests with tours of the homes as well as shared information about the Wilson School of Design and its programs with guests.

"I am so very happy to tell you just how thrilled we were to have the assistance of students from The Chip and Shannon Wilson School of Design at Kwantlen Polytechnic University, who were under the exceptional guidance of faculty coordinator Sharon Greeno. We were beyond impressed with the professional communication and effort of Ms. Greeno, who made coordinating all volunteer efforts for the Vancouver Modern Home Tour the most stress-free and smoothest running tour of all 2014. We were equally impressed with the eagerness and professionalism of the volunteer students, who not only made our operation possible, but truly made it shine.

In summation, the Vancouver Modern Home Tour went off without a hitch, and that is in very large part due to the hard work of the reliable volunteers from Kwantlen Polytechnic University. We thank all involved for their hard work, and we are excited to continue our relationship with Kwantlen Polytechnic University in 2015 and beyond!" Ken Shallcross, VP Modern Homes Tour

Ivan Sayers, Guest Speaker

On Wednesday September 24th, renowned fashion historian Ivan Sayers gave an engaging presentation on Fashion in the 20th Century to School of Design Students.

Canadian Arts & Fashion Awards (CAFA)

Fashion Design & Technology Coordinator and faculty member Andhra Goundrey was appointed a member of the 2014 CAFA Nominating Committee and will continue in her role for the 2015 Awards.

Council for Interior Design Accreditation

Interior Design Program Coordinator and faculty member Lucie Gagne has recently been appointed to the Council for Interior Design Accreditation Standards Committee.

Optitex Peer Mentor Scholarship

Sharon Greeno, Fashion Marketing Coordinator and faculty member has procured an annual scholarship for a selected Year 1 and Year 2 student to provide peer mentor tutoring on the sophisticated Optitex software.

Design Students Build TEDx Stages

Interior Design students worked with eminent architect Michael Green on the construction and installation of the 2014 TEDx Vancouver stage. As well, a team of Fashion Design & Technology students created a unique backdrop for the TEDx KPU stage on the Richmond Campus using an innovative staging and décor product created by two local Vancouver designers

Student Awards

Telio Design Competition

Three 3rd year students from the Fashion & Technology program have been named finalists in the Telio Design Competition: Sara Lowe, Ashley Morin, and Jasmine Su, all from the 3rd year cohort. To be included in the top 25 from over 400 submissions from 22 schools across Canada is a testament to their skills. They will be attending the awards in Montreal in the new year.

Students Win Design Challenge at IDSWest

As part of the Interior Design Show West, The Interior Designers of Canada held a Student Charrette with students from various post-secondary institutions. Wilson School of Design students were amongst the participants. The winning team included two KPU Interior Design students: Kathie-Lee Pugsley, 4th year and Danielle Robinson, 2nd year. In addition, students worked with various event staff and exhibitors to design and build a number of high profile booths and interactive stages.

Wilson School of Design Scholarships and Awards

On Wednesday October 8th, 2014, The Wilson School of Design held its annual Design Scholarships & Awards evening event. With a full house of guests, students, families and donors, 47 students were presented with over 38 different awards and scholarships.

Faculty of Health

BACHELOR OF SCIENCE IN NURSING (BSN):
- New provincial guidelines for clinical practice placements were implemented for the courses involved with preceptorships.
- Cathy Bock, a BSN faculty, was the recipient of the Daisy Award from an International Foundation to recognize excellence in Nursing.

GRADUATE NURSE RE-ENTRY (GNUR):

- On October 1, 2014, Senate approved the discontinuation of the Graduate Nurse Re-Entry program. This change will be in effect for the Fall 2015 calendar.
- Students who have yet to complete the program are being supported to complete the program by September 2015**.**

HEALTH CARE ASSISTANT PROGRAM (HCAP):

- Pre Nursing Cohort implemented with one-time-only funding from AVED.
- The Health Care Assistant provincial curriculum review is complete.

HEALTH UNIT COORDINATOR (HAUC):

- The students are fundraising for the Women's Resource Society of Fraser Valley's Warm Zone Program, (WRSFV) which provides emergency shelter, emotional support, advocacy, referral, free individual counselling and support groups for women and children who have experienced violence.

Traditional Chinese Medicine (TCM):

- A Project Manager has been selected and is working on the development of curriculum aligned with our partner in TCM development (Beijing University of Chinese Medicine). Ongoing developments include classroom and clinical space and processing of the curriculum and program proposal through governance.

International
- Three (3) faculty members from our partner Mahasarakham University (MSU) in Thailand visited FoH from September 2 to 20. Their visit focused on simulation and research, and they were interested in learning about the Canadian health care system.

The School of Business

The strong demand for School of Business courses continued with Fall Registration. We offered 473 sections serving over 5,100 students. The vast majority of classes were 100% full and the overall fill rate was in excess of 93%.

The department chairs, the curriculum committees and the School of Business administrative team have been extremely busy making the course and program changes necessary to support the Transitions Project.

Student clubs are in a formative period in the first part of fall semester and have been busy developing their programs for fall and spring terms.

Kristan Ash, BBA Entrepreneurial Leadership grad, KPU Alumni Past President and KPU Board Member was named to Business in Vancouver's Top 40 under 40 list..

Maxence Arignon, a BBA Entrepreneurial Leadership student, raised $50,000 in scholarship funding for horticulture students by cultivating relationships with the horticulture industry.

David Sale, former chair of the Accounting faculty is the Board Chair of CGA-BC and appeared on the cover of Infocus Magazine.

The KPU School of Business hosted over 70 delegates to the Region 7 Accreditation Council for Business Schools and Programs, ACBSP, Regional Meeting, Oct 24-25. Region 7 is bounded by Arizona on the east the Pacific on the West and Alberta and BC to the north.

 September 4th, the Industry Advisory Committee for Marketing Management had a very successful meeting in the first week of September, hosted in the Yaletown offices of one member and October 28th the Advisory Committee for IT met examining the rapidly shifting dynamics of IT.

Sony Imageworks held an extremely well attended information event at our Surrey Campus in mid-October. Sony Imageworks is moving their entire operation to Vancouver and is anticipating hiring several hundred new employees.

The School of Business has launched Socious Fridays, a monthly open forum event for faculty. The October 24th event focused on exploring the common core requirements and how they link to the Transitions Project.

School of Business students were very prominent in the October KPU Convocation. Later in the fall former KPU grads will be well represented in the graduation classes of the professional accounting bodies.

- We were pleased to honor two of our faculty who retired at the end of August: Chris Wilson from Applied Communications and Nancy Caldwell from Economics.

Faculty of Science and Horticulture

Faculty-wide Activities:

On October 22 our Faculty, hosted on the Langley Campus, internationally acclaimed eco-toxicologist **Dr. John Giesy** as part of the Royal Society of Canada Romanowski Lecture Series. Dr. Giesy toured the Institute for Sustainable Horticulture (ISH) facilities, held a student-only Q and A session and after a reception with students, faculty, staff and community members delivered his public lecture entitled 'Toxicological evaluation of perfluorooctane in the Environment: Anatomy of an environmental issue'. Despite torrential rains, over 60 guests attended the lecture. October 22, being National Campus Sustainability Day, was a very fitting day for Dr. Giesy's visit. We also celebrated this day with various sustainability-themed activities on each campus, with our Langley Environmental Protection Technology students educating those on campus on sustainability, with an emphasis on the vast number of disposable coffee cups they collected in one day.

In keeping with the sustainability theme, Divisional Business Manager **Lana Mihell** attended the Zero-Waste Conference hosted by SFU. Lana is spearheading a 'green laboratory' initiative to identify purchasing, energy and time saving measures within our many laboratories. We are also pairing with Facilities on two Energy Green Teams to reduce energy usage with both the School of Horticulture and Institute for Sustainable Horticulture greenhouse and lab staff.

Lana is also working with our laboratory staff to revise the FSH Laboratory Safety Manual to bring practices up to present standards.

We hosted a number of student welcome events during the first two weeks of September, with support from the KSA.

External Advisory Council meetings were held for the Horticulture, EPT and Brewing and Brewery Operations programs. We are thankful for our community partners in help keep our programs relevant.

Faculty, staff and students showcased new FSH programs at a number of recruitment events including:

> - Can West Horticultural Show – Canada's premier horticultural trade fair
>
> - Catalyst - BC Science Teachers Association yearly conference
>
> - LA Matheson High School - Recruitment Fair
>
> - Telus Science World - Vancouver Community Science Celebration

- **Dean Betty Worobec** represented KPU at a MOU signing for Agri-Innovation Signature Projects with Surrey Mayor Diane Watts and representatives from BCIT, SFU, UFV, SMK Farms & Herbal Research Inc. and the BC Agriculture Centre of Excellence (BC-ACE). These projects will see the City of Surrey working with KPU and other post-secondary institutions to develop ways of funding projects and ideas that will strengthen Surrey's agriculture sector. **Gary Jones** (**Horticulture**) has been the liaison with the City of Surrey and BC-ACE on these and other projects.

The **Design Team** for the new upper level biology laboratory (main floor Spruce Bldg) held its first meeting to begin the process of renovations and design to ensure that the new lab will be operational by August 2015. Our new degree courses will be available beginning in September 2015 and will need specialized laboratory spaces.

Brewing and Brewery Operations Update: Our first cohort of 29 students started the two year diploma program in September. They have already formed a student group, called 'KPbrU', launched social media presence and have entered a variety of beers in the Hops Connect Cup Intervarsity Challenge. They joined Horticulture students in the harvest of our first crop of hops and are learning about hops production. The students have been visiting a number of local breweries and have become great ambassadors for KPU and the program. Faculty member **Alek Egi** was a judge at the recent BC Craft Beer Competition and a number of us attend the awards ceremony to promote our program. The Brewing Instructional Laboratory is right on schedule for December occupancy. See here for a photo update of the construction: http://www.kpu.ca/facilities/buildings/bil/site-photos Stay tuned for an invitation for the ribbon cutting ceremony in mid-February. Our program was recently featured on the Shaw TV program, go! Vancouver Watch here

- **Faculty, Staff and Student Activities:**

Kent Mullinix (Institute for Sustainable Food Systems) was one of the speakers at the inaugural KPU TEDx Talks, giving a presentation entitled, 'Nourishing Land, People and Community: Unlocking the Potential of Place-Based Food Systems'**.**

School of Horticulture Turf Club students hosted their annual Golf Tournament October 4 at Redwoods GC. This event is the Turf Club's major fund-raiser for sending students to the Victoria Turfgrass Conference.

Deborah Henderson (Institute for Sustainable Horticulture) submitted a proposal for a 5 year National Science and Engineering Research Council (NSERC) proposal entitled 'Plant and Ecosystem Health'. This $2.3 Million grant and accompanying proposal for $325,000 from the Canadian Foundation for Innovation (CFI) will support faculty, staff and student research. This initiative will build research capacity at KPU, strengthen the small and medium sized businesses in our region and provide opportunities for students to participate in applied, locally relevant research.

Edward FengXiao, a second-year Chemistry student at KPU, is the recipient of this year's Chemistry Institute of Canada (CIC) Student Achievement Award.

Michelle Molnar (Dean's Assistant) participated in the LEAN evaluation of the processes involved in creating and approving KPU course outlines.

Karen Vance (Degree Advisor) attended the annual NACADA (National Academic Advising Association) conference in Minneapolis, MN. Karen returned with great ideas for advising in our Faculty, this being very timely as we are in the process of launching so many new degrees.

As part of the Langley Campus beautification and B. Horticulture Urban Ecosystem educational delivery, faculty member **Kathy Dunster** and her students are working on the development of the new walk-through labyrinth outside Faculty of Health building, Langley campus, with planting of 15,000 spring flowering bulbs!

Gary Jones (Horticulture) hosted a visiting class of Thompson Rivers University Horticulture students to explain our programs, tour facilities.

Green Wednesdays have begun again, with School of Horticulture faculty member **Betty Cunnin** taking the lead. For more information:

http://www.horticulturebc.info/greenWednesdays.htm

Michelle Nakano (Horticulture) and Deborah Henderson (ISH) were recently awarded an NSERC College and Community Innovation Program-Applied Research and Development entitled "Microorganism Enrichment for Horticultural and Engineered Growing Media", with EarthFort Environmental Inc. $25,000.

May Doerksen (Future Students Office) hosted a half day workshop on effective recruiting strategies for faculty and staff from the **School of Horticulture**.

Sustainable Agriculture and ISFS have produced their Fall newsletter: http://us3.campaign-archive2.com/?u=90bd2333bff07f1d0853c1bbf&id=957739005a

The Richmond Campus terraces have taken on a new look, thanks to students from the **Sustainable Agriculture** program. They removed existing grass and have planted crops which will be used in their course work.

New **Health Science/Biology** faculty member **Paul Adams** had his post-doctoral fellowship research recently published in the premier molecular biology research journal Cell. 'Apocalmodulin itself promotes ion channel opening and Ca2+ regulation'.

On October 6, **ISFS and Sustainable Agriculture** hosted a free livestream of the David Suzuki panel discussion on the impact that modern food systems might be having on our health, land and food security, entitled 'Our **Food Systems—Are You Hungry for Change?'**

Abera Demeke (Sustainable Agriculture/ISFS) Completed and submitted Canada Research Chair-Sustainable Food System Economics.

Kent Mullinix (ISFS) received a grant from the Real Estate Foundation of BC for *Regional Sustainable Food Systems Dialogues.* $49,995.

Kent Mullinix (ISFS) has been named to the National Advisory Committee- Centre for Sustainable Food Systems, Wilfred Laurier University; Advisory Board for the Journal of Agriculture, Food Systems and Community Development and Editorial Board of the North American Colleges and Teachers of Agriculture Journal.

 Kent Mullinix (ISFS) gave an invited talk entitled, *Sustainable Food Systems: Resource Challenges* at Trinity Western University.

Corine Singfield (ISFS) gave a presentation on the Tsawwassen First Nation (TFN) Farm School at th*e National Incubator Farm Initiative Annual Manager Meeting* in Portland, OR.

Corine Singfield (ISFS) represented KPU at the *Day at the Farm organized by Delta Farm and Wildlife Trust* and organized a day for volunteers from TFN and elsewhere could come and help on farm and learn about what we are doing.

Dawn Morrison (ISFS) gave the following presentations: *Centennial Dialogues on Critical Issues in Land and Food Systems: First Nation's Perspective on history, food, and health. Continuing the Dialogue on Truth and Reconciliation*; *Indigenous Ways of Knowing Cultural Food Practices and Ecological Knowledge*. University of Washington-Food Symposium. Seattle; *Vancouver Native Health Society Tu'wusht Harvest Feast. Enacting Indigenous knowledge and ways of knowing through relationships and ritual.*

Faculty of Trades and Technology

APPLIANCE SERVICE TECHNOLOGY

- We are working with Fisher & Paykel Corporation on donations of appliances and training materials to benefit the program and the manufacturer. We are in current discussions with their National Service Manager.

- We are working with the BC RV Dealers Association to provide training for RV Technicians at our facility in February, 2014.

CONSTRUCTION CRAFT WORKER

- We received approval to run a pilot Construction Craft Worker program with the Surrey School District and CLAC. This is a Red Seal program providing skilled labour to tradespersons who are employed by a wide variety of general contractors, municipalities, and oil and gas companies.

MASONRY

- Our Masonry Foundation program will be offered off-site to ACE-IT students in partnership with the Maple Ridge and Coquitlam school districts, and the Katzie First Nations.

PARTS & WAREHOUSING

- The Foundation Office announced we have a new award for the Parts & Warehousing Foundation program. Lordco Parts Ltd. has actually created two awards – one for the Faculty of Trades and Technology, and one for the School of Business. The awards are in memory of the founder of Lordco, Ed Coates, who passed away this year. His daughter, Candace Gottschalk, Vice President of Lordco, has established both these new awards. (They also provide a Lordco Parts Award that was established in 2009 for a student in the Automotive Service Technician program.

PIPEFITTING

- Through the support of Continuing and Professional Studies, the Faculty of Trades and Technology has been able to offer an ACE-IT Pipefitting program in partnership with the North Vancouver School District and Squamish Nation.

WELDING

- We will be running a welding service program in partnership with FNES and CME in January, 2015.

OFFICE OF THE DEAN

- The Dean attended the National Deans of Technology Conference in London Ontario, as well as the Conference Board of Canada meetings in Toronto.

- We have participated in LEAN workshops on Apprenticeship registration and waitlists, and are acting on the recommendations.

CLOVERDALE CAMPUS - EVENTS

- We attended the Trades Expo at Tradex October 17th and 18th.

- We hosted the 2nd annual Trades and Technology Career Fair on the Cloverdale campus – approximately 30 employers/industry representatives were in attendance.

- The ITA and WorkBC will introduce a new way to connect apprentices and employers with an on-line Apprentice Job Match tool, at the Cloverdale campus, Friday, November 7th.

The Office of Continuing and Professional Education

Initiatives:

New Funding
- **Secured funding in excess of $1 million dollars to offer a number of courses at KPU and Squamish First Nation.**

Office of Continuing & Professional Studies
- Working on developing a strategic marketing plan for 2015/2016.
- In the month of October, CPS had over 6000 unique visitors to our website.
- Added some new functionality to FlexReg which should enhance the student registration experience.
- Added a CPS option to the main 2000 line.
- Attending a number of trade shows and KPU Richmond's open house.

First Nations Partnerships
- We are currently in the final stages of developing a new Piping Ace-it program in collaboration with Squamish First Nation, North Vancouver School District, ITA and KPU's Trade and Technology department. This will be the first Ace-it program offered by KPU to the North Vancouver School District. It also fits the mandate of the BC Jobs Grant to have 50% more Ace-it students.

New Programming
- Online programming that will serve to prepare students to write the real estate exams
- New Brewing courses through the Faculty of Science & Horticulture. To be offered this spring.
- Working on developing an online medical lab technician course.

Strategic Partnerships (upcoming)
- Woodfibre LNG. Met with the head of HR for Woodfibre to start to talk about training needs. A follow-up meeting is being planned for late November.
- Meeting with HPO, BC Housing, & Squamish First Nation to talk about a possible partnership
- BC Hydro. In talks about possible Low Voltage Control Lighting training.
Tyco Canada. We are looking at developing some corporate training for them.

KPU International

Overview of Fall 2014

Office of International Students and Scholars & Office of Strategic Management

September:

- OISS said farewell to Caitlin Stiles, longtime employee of KPU. Caitlin had many different roles during her time at KPU but had spent the last couple of years as International Exchange and Student Life Coordinator within the OISS office.

- KPU International also said farewell to Senior Research Associate, Corentin Dandrimont. Corentin spent the last year working very closely with AVP Stuart McIlmoyle and was a great help to everyone on the KPU International team.
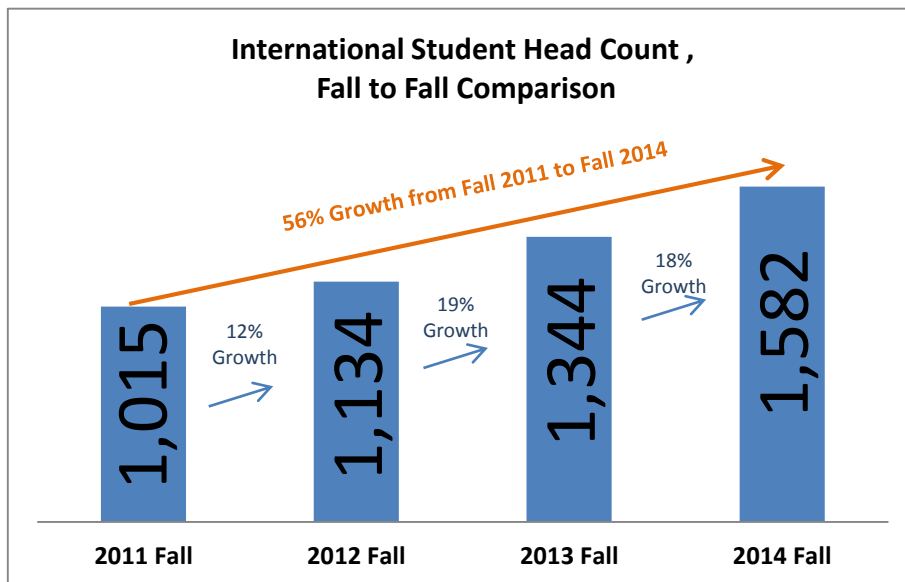
October:

- Our Provost and VP Academic, Dr. Salvador Ferreras, was able to meet with our two China partners, Fuyang and GDUFS, while participating in the World Congress for Colleges & Polytechnics tour in late October. Dr. Ferreras reported that both visits went very well.

- Dr. Ferreras also had the opportunity to present at Beijing's National Convention Centre regarding our intended collaboration with the Beijing University of Chinese Medicine in the area of Traditional Chinese Medicine (TCM) and the possibility of a joint KPU-BUCM TCM degree.

- KPU International looks forward to welcoming Alex Leach to OISS as one of our new International Exchange and Student Affairs Coordinators. Alex will begin his work in OISS (Richmond) on November 17th. Denise Sturlini, current Global Partnerships Advisor, will leave her role to be the other successful candidate for this position (Surrey).

Office of International Recruitment and Admissions (OIRAA)

This past summer, the Office of International Recruitment and Admissions (OIRAA) team mostly focused on the Admissions function to ensure that a solid foundation and understanding was established prior to allocating resources to the recruitment function.

After only four short months, OIRAA began incorporating recruitment strategies. Recruitment efforts included traditional methods used such as recruitment fair, high school and agent visits as well as some new strategies such as agent fairs, networking events and university visits.

International Student Head Count, Fall to Fall Comparison

**International Student Head Count ,
Fall to Fall Comparison**

56% Growth from Fall 2011 to Fall 2014

1,015	12% Growth	1,134	19% Growth	1,344	18% Growth	1,582
2011 Fall		**2012 Fall**		**2013 Fall**		**2014 Fall**

Term	New International Student	Continuing International Student	Total International Head Count	Fall to Fall Growth Rate
2011 Fall	271	744	**1,015**	
2012 Fall	308	826	**1,134**	12%
2013 Fall	327	1,017	**1,344**	19%
2014 Fall	406	1,176	**1,582**	18%

Fig. 1: Recent enrolment data

Professional Development and Networking Events

All of the professional development and networking events that OIRAA attended this fall were unpaid events, mostly hosted by British Columbia Council of International Education (BCCIE). We chose to attend events that informed us of trends in new and existing markets such as Russia and China.

The BCCIE "Recruiting and Retention in Eastern Europe: Russian, Ukraine, and Kazakhstan" event was a great learning opportunity as well as a networking event. It was led by Boris Remes, Assistant Director of Admissions at Bodwell High School, a co-educational boarding school for over 400 international students located in North Vancouver.

BCCIE's "East China Education Agent Networking" connected us not only with agents but also to the Consulate General of Shanghai and Minister of International Trade, Offshore BC curriculum high school administrative staff, and fellow colleagues from other BC post-secondary institutions such as UBC, VCC, and VIU.

The Consulate General of Brazil, Ernesto Rubarth, recently launched a handbook for new Brazilian students coming to study in Canada called "Survival Guide for Brazilian Students in Canada" where we networked with other post-secondary institutions and language schools.

Recruitment Events

Most recruitment event OIRAA attended locally were very cost effective and garnered many leads, strengthening our ties with local international students. This is a market that we have recognized as not being cultivated to its potential. For example, OIRAA attended two recruitment events in Bellingham and Ana Cortes.

Due to the ongoing BC teachers' strike, international high school students were not able to start classes until end of September. We worked very hard to accommodate 300 international high school students from the Langley school district on our Surrey, Cloverdale and Langley campuses. This event involved transporting the students from campus to campus and organizing fun and educational activities. We coined the event "KPU Discovery Days" since the focus was on exploring and discovering what KPU has to offer.

This past fall we have also worked hard to connect with local international students through language schools. This fall, we participated in recruitment events through Tamwood International, Vancouver Formosa Academy, ILAC and Education First Vancouver University Prep College Fair.

Recruitment Trips

This fall, OIRAA coordinators represented KPU on recruitment trips to Brazil, India and China.

Brazil

In September, OIRAA Coordinator Marina Dias de Castro, KPU International Brazilian Field Representative Arthur de Godoi, and AVP Stuart McIlmoyle went on a marketing and recruitment trip to Brazil. They visited high schools, post-secondary institutions, agencies and attended fairs in five cities: Porto Alegre, Brasília, Belo Horizonte, Rio de Janeiro, São Paulo, and Recife.

Among the institutions visited were some of KPU's current partners, such as Pontifícia Universidade Católica do Rio Grande do Sul (PUC-RS), recently recognized as the best private university in the country, and Centro Universitário Belas Artes de São Paulo. They also visited other well-recognized post-secondary institutions to explore potential collaboration opportunities, such as Pontifícia Universidade Católica de Minas Gerais (PUC-MG), Universidade Católica de Brasília (UCB) and Universidade Católica de Pernambuco (UNICAP).

KPU International also attended ICEF and EDU-EXPO fairs in São Paulo, where important contact with prospective agents and students was made. Our delegation also attended "matchmaking" events organized by the local Brazilian Consulate in partnership with the British Columbia Council for International Education (BCCIE), where they had the opportunity to connect with local institutions and agencies as well as with fellow Canadian post-secondary schools. In addition to visiting our current partners, this trip was an excellent branding opportunity for KPU.

India

Tanya Sehgal spent three weeks travelling throughout the Punjab state, including New Delhi. During this time, Tanya met with hundreds of prospective students in their final year of high school mostly at education fairs organized by Charms Education, one of our top Indian agents. Total count for applications received during this trip was 40 and more applications come in every week which appear to be linked to this trip.

China

Ann Yuan is currently on a recruitment trip in China. She will have visited 7 cities, 8 high schools, 11 authorized KPU agents, 2 government offices and attended a handful of fairs in just three weeks. More information will come in the next Board Report.

Agent Portfolio

Interest in KPU by prospective new agents has remained strong. This fall, ten new agent agreements have been signed. Agent agreements were also renewed between KPU and five of its existing agent representatives. The KPU International team has reached out to many of its long term agents to meet, renew relationships and provide updated training on current KPU admissions procedures.

Progress has been made on KPU International's website, which is set to contain a section with comprehensive information and resources for agents to help facilitate their recruiting efforts. A new system was implemented for incident reporting with regards to agent performance in order to collect feedback on agents from students and staff, track performance, and ensure effective quality control when deciding whether or not to renew agent agreements.

Library and Learning Centres

Library Services

Collection News

- Starting September 1 KPU began a subscription to **PsycBOOKS**. This collection consists of historical, classic works as well as current books published by the American Psychological Association. The Psychology faculty endorsed this subscription.

- **SafetyCare Streaming Videos** which were restricted to access at the Cloverdale campus are now accessible through all four campus libraries. This is particularly helpful for the Brewing program students. Thanks to Librarian Angela Ryan for initiating the discussion with the vendor and Librarian Caroline Daniels for facilitating access.

- To ensure we are spending our collection dollars in the most effective manner, the Library is increasing its focus on assessing our electronic resources especially from a usage perspective. We are in the process of identifying low-use resources that may no longer be relevant to our current students and programs. As this progresses, the Library will be consulting with instructors and other stakeholders to determine if some of the resources can be cancelled, thereby enabling the funding to be spent on maintaining current subscriptions or allowing us to subscribe to new resources. The first item to be cancelled was the **World Shakespeare Bibliography** because of low usage and no full text – a key feature desired by students. While this cancellation did not result in a large savings, the funds can be redirected to other more useful resources.

Library Instruction

- In some subject areas we begun creating online assignments and surveys via our subject guides and testing them with students. Eventually this could replace paper based library assignments and save some time in compiling results.

- To improve library instruction we continue to build the Instructional Toolkit LibGuide for librarians. The content includes articles, teaching materials of interest, samples of assignments and activities that have worked well and instructional software tools, etc.

Library Systems and Technical Services Updates

- In conjunction with Meg Goodine we started a trial for an electronic badge for the plagiarism tutorial that students can put in their Mozilla "backpack". The intent is to have the badge replace the current certificate and faculty will be able to see who has successfully completed the tutorial.

- We reviewed a number of citation database options (Mendeley, Colwiz, Qiqqa) and settled on supporting Zotero as it was the most effective, adaptable, free citation software available. A subject guide has been developed to support faculty and students in their use of it.

- Records added to the catalogue over the past year were sent to out for authorities' processing and the entire catalogue database was re-indexed in August. This rebuilds all headings lists

(author, title, subject, etc.) and thesauri for the end user will improve search consistency and browsing.

- All the records for all the BCcampus OpenEd textbooks (78 and counting) were added to the catalogue. These will appear in the catalogue the same as any other title.

KPU Librarian contributions

Linda Woodcock co-taught a workshop – RDA(Resource Description and Access) in One Day with Sue Andrews of UBC on October 31st . For the uninitiated this new style of cataloguing helps create more user friendly and human readable information records. Linda also worked with Paul Frank of the Library of Congress to coordinate training for new NACO Canada Funnel members. NACO (Name Authority Cooperative Program) is a component of the Program for Cooperative Cataloging (PCC) and participants in the NACO program create and modify name authority records in the Library of Congress Name Authority File. While your eyes may gloss over at the thought of this important work, it is these folks who keep information resource headings standardized and smooth your ability to search and actually find relevant material.

The Office of Research and Scholarship

The six month contract for the Associate Vice President, Research was completed at the end of September. During that time, an updated Research Plan was completed and submitted for review to the Provost.

Consultations are continuing with faculty, students, and KPU's communities of interest, particularly south of the Fraser, to identify opportunities for expanding opportunities to integrate experiential learning, discovery and innovation, and knowledge mobilization and transfer. Economic sectors that seem to hold significant promise for this integrated focus are in the following themes: health technology, clean technology, creative design, and sustainability thinking.

Finance and Administration

VP Finance & Administration

Since my last report the VP Finance & Administration has been engaged in a number of projects and ongoing tasks. These have included the following:

Budget Development

In September and October, I presented a financial update and a preliminary budget forecast for FY15/16 to the KPU community. Approximately 180 employees participated in these events including 4 campus forums (one at each campus), the Senate Standing Committee on the University Budget (SSCUB), Academic Council, Administrative Council, Faculty Councils for Science & Horticulture, Trades & Technology, and Health, the Kwantlen Faculty Association, the BCGEU Chair, and the Kwantlen Student Association. The slides for this presentation are appended to this report.

Over 3 consecutive Fridays, Faculties and Departments presented their budget proposals for FY15/16. There was almost $12 million requested. Given that there is a projected budget shortfall of $2 million for the next fiscal year, if any of these proposals are to be funded, it will only happen if we reallocate existing budget monies.

Our initial budget forecast for FY15/16 is based on the assumption that domestic enrolments would be essentially flat. However, fall semester enrolments have declined from the previous year and we are now reconsidering our initial budget projections. This could very well increase the budget gap beyond $2 million.

In order to close this gap, we are exploring strategies to increase revenues and to reduce costs. We shall incorporate many of these strategies into administration's draft budget.

Deficit Avoidance Plan

In June of this year, the VP Finance & Administration, after reviewing fall enrolment projections (which suggested no growth in FY14-15) developed a deficit avoidance plan to control costs and ensure that KPU did not have a deficit at year-end. This plan was approved by Executive Committee and implemented. Fall tuition revenues were 98.6% of last fall 2013 revenues, even after the 2% domestic tuition increase and significant growth in international enrolments were factored in. This suggests that more cost cutting will be required. Right now we are considering plans to impose a 3-month freeze on filling vacant positions and recapturing these funds from Faculties and Departments. As well, we shall redouble our efforts to control other discretionary costs. In addition, we are planning to institute a new purchase card program that would see KPU eliminate personal p-cards and replace them with departmental purchase cards. We would then provide employees with personal travel cards. These cards would not be paid by KPU. Instead, employees would have to submit expense claims in order to receive reimbursement for university related expenses. Finally, we are considering increasing employee annual parking rates that have not been increased in 15 years. Currently, a non-reserved annual pass costs $120 or approximately $0.60/day. This year, students pay $5/day or $16/week.

Provincial Shared Services Initiative

      a. The Post-Secondary Administrative Service Delivery Transformation has circulated a report on activities to date and future plans. See attached.

      b. Initiatives that may benefit KPU in the short term include p-cards and travel cards, credit card services, other financial services offered by the Province, travel management, and office supplies.

B.C.'s Skills for Jobs Blueprint

KPU has submitted its 2015/15 Skills Gap Plan. The Provost, the Director of Institutional Analysis and Planning and I developed this plan. No program reallocations were contemplated. The President has approved the plan and it has been submitted to the Ministry of Advanced Education.

Capital Projects and Capital Budgets

a.   Work continues on capital projects including the Chip and Shannon Wilson School of Design and the Brewing and Brewery Operations Building. I have been actively involved with KPU's Executive Director Facilities Services, our project consultants and the low bid general contractor to address scope changes to bring the CSWSOD in on budget. The Brewing and Brewery Operations building is currently under construction.

b.   Given current level of resources provided to Facilities Services, Financial Services, and IET, these departments cannot support additional projects. New projects will either have to wait until they can be addressed, or the KPU Executive will have to find new monies for these departments so that the incremental work can be accommodated.

c.   Current capital commitments are significantly reducing KPU's current capital reserves and if nothing is done to correct this, the University's ability to fund new capital projects will be severely restricted. I am currently working to identify additional sources of capital and is encouraging other members of the Executive to find new funding and/or to avoid making new commitments that KPU will not be able to afford.

Miscellaneous

      a. I am now working to develop a draft plan for creating government business enterprises (GBEs) and related property trusts to monetize the value of surplus property and to support the development of student residences. I should receive a consultant's report on the feasibility of creating GBEs in early November.

      b. Planning continues for the 3 Civic Plaza project and this will ramp up over the next few months. The planning will include a marketing study to identify potential markets that KPU might target with this facility. It involves the Provost, deans and relevant administrative functions including Facilities Services, Financial Services and IET.

Financial Services has finished with the Budget Submission Meetings as of October 31, and status quo budget meetings will being in December. We are also pleased to report that an Ancillary Director has been hired and will be starting at KPU on Monday, November 17, reporting to the Executive Director, Financial Services.

Financial Services

FINANCIAL PLANNING, REPORTING AND ASSURANCE (FPR)

Under the new structure in Financial Services, FPR management team has identified a list of modest to ambitious goals to achieve as a team over the next year or two and has shared it with the rest of the team. The management team will continue to review prioritization of these goals to ensure they stay in line with those of the University.

In mid-October, some members of the group had the opportunity to attend the International Millennium Users Conference held in Vancouver and have brought back new ideas for expanding or improving the use of existing FAST modules. The timing of the conference coincided well with the upgrade to the newest version of FAST in the TEST site. The upgrade addresses known glitches and prepares the system for implementation of additional FAST modules.

Institutional Reporting and Systems

The statutory Fiscal 2013/14 Statement of Financial Information was completed under additional scrutiny this year. The Statement was approved by the Board in late September with supplemental information provided to the Board to address Board requests and queries.

Capital accounting, including capital cashflow, budget and reporting has recently been assumed directly into the Institutional Reporting area (previously in the RRG area). Increased meetings and communication with Facilities is paving the way for changes to capital accounting processes, strengthening the working relationship and improving the sharing of information between the two areas

The group is also gearing up for Banner upgrade testing, FAST upgrade testing and implementation of a new FAST module – FAST JV.

Budgeting and Assurance

During September and October, budget staff has been busy collecting and consolidating budget request forms and supporting documentation for the Fiscal 2015/16 Budget Request presentations by Faculties and Service Divisions. This year the budget team revised the way that budget request data was collected, incorporating SharePoint and InfoPath as a way to improve timeliness and transparency. Once the Fiscal 2015/16 Budget Cycle has completed, the team will review the new process and look to the community (Faculty, Service Divisions and governance) for input on further improvements.

Budget meetings have continued to take place with Faculties and Service Divisions to discuss the implications of the Deficit Avoidance Plan, to get people acquainted with the budget team and ensure that budget information/responsibilities are understood. Beginning in December, the Budget team will begin Status Quo Budget meetings to discuss year-to-date and forecasted activity as the institution heads into the last quarter of the fiscal year.

The recent upgrade to the FAST portal and suite of modules has delayed the roll-out of the second phase of FAST Budget, which includes online budget transfer request and approval functionality. As an interim measure, budget transfers are being processed centrally in FAST and continue to be requested and approved via email and other documentation.

Restricted and Revenue Generating Funds

During this last period, tasks have been re-allocated among the three Accounting Analysts – with division of responsibilities assigned by Faculty and Division. Each Accounting Analyst is allocating time to cross-train in their respective new assignments. Everyone is also involved in finding ways to streamline processes for efficiency purposes to better serve our customers. Even with these changes, it is worth noting that the group is all working together toward collective goals. A few hurdles had to be overcome to get to this stage and a few more may come our way.

FINANCIAL OPERATIONS

On July1, 2014 the Financial Operations unit was formed combining the functions of Accounts Payable, Accounts Receivable, Cash Management, Tax, Payroll and Procurement.

Rada McVicker moved into the position of Manager, Receivables and Treasury, and in late September Sandra McLaughlin was hired from BCIT as Manager, Purchasing Services.

All of the areas involved have experienced staff turnover during this period, but have succeeded in maintaining core service levels during this challenging transition.

The Director has been involved in staffing of key positions, updating policies and procedures, participating in various Provincial ASDT (shared services) financial initiatives, including participating on PCard and Travel Services selection panels.

In addition, the Director handles the day to day management of Accounts Payable which faced the dual challenges of staffing vacancies and additional audit work over the summer, and is now moving forward with implementation of the new KPU Travel and Expense policy.

Accounts Receivables

The unit would like to welcome Jennifer O'Brien, from Student Enrolment Services. Jennifer will be handling non-student invoicing, as well as invoicing for students covered under KPU's arrangements with the Royal Embassy of Saudi and the Canadian Bureau for International Education. However, the AR unit is currently facing a second vacancy in a key position. Recent changes in operating structure resulted in Rada McVicker taking on the role of Manager, Receivables and Treasury, with a focus strictly on AR and Cash.

Rada has been working with IET and the Registration department to implement a new payment processing system for student application fees, which will be implemented November 1st.

Purchasing Services

Purchasing Services has been very active over the last few months. The theme has been a focus on customer service.

In addition to the usual volume of purchase orders, administration of the purchase card program, and tracking of contracts, the buyers are currently conducting a number of key competitive processes in collaboration with KPU end user groups:

1. RFP Campus Security Services
2. RFP Data Centre and LAN Infrastructure
3. RFP Emergency Mass Notification System
4. RFPQ General Contractors Small Projects

We are actively visiting our end user groups – faculties and departments – with an eye to collaboratively planning key purchases, meeting timelines, and providing value. As a result, we are anticipating that a number of competitive processes will be undertaken by the end of the fiscal year.

We are also excited about our upcoming team SWOT analysis enabling us to better understand our strengths, areas for improvement, and opportunities for improved process efficiencies and customer service to KPU.

Payroll

The fall semester is usually the busiest one for KPU and it is no different in Payroll. There are many new hires and contracts to be processed plus we are prepping for T4s by running audit and reconciliation reports so we will not have any major surprises in January.

The Banner system is being upgraded to version 8.11; with go live on Dec 1, 2014. The Payroll Operations Manager will be focused on testing the new version over the next few weeks to ensure a smooth transition.

The annual Canada Savings Bond (CSB) Campaign commenced in early Oct and the United Way Campaign (UNW) has followed.

BOOKSTORES

The Bookstores were very busy with the September semester start-up and welcoming the new students to KPU.

Human Resources

Employee Relations

Performance Appraisal Tools/360 Project completed with results/recommendations sent to Harry Gray and Lori McElroy; Harry/Lori to subsequently select process and vendor and make final recommendations to President Davis.

Employee Services

External User Account Management project completed.

- We have developed and implemented a new procedure to manage the allocation of KPU resources to external users. Requests for access will now be routed through HR; external user identities and their access privileges will be documented and controlled through HR database records.

The new practice will enable us to more effectively audit and track external user access privileges; it will also give us the opportunity to ensure that all users are informed of institutional policies around IET usage, confidentiality, and privacy of information, thereby reducing risk to KPU.

Faculty Banked Overloads now tracked in Banner database.

- Designed and implemented a customized Banner form to record Faculty Overload Contracts as they are banked and utilized.

This provides KPU with improved reporting capabilities and enables Finance and Academic units to accurately accrue costs of outstanding overloads to each new fiscal year.

Occupational Health and Safety

Joint Occupational Health and Safety Committees have been established at each campus. Committees are meeting monthly and conducting safety inspections on a regular basis. Twelve inspections have been completed during this reporting period.

The Occupational Health and Safety Office is responsible for coordinating fire drills at each campus. During the second week of the Fall Semester, fire drills were held at each campus. The drills involved complete evacuation of the buildings and involved participation of both employees and students. Fire drills are evaluated and a report is prepared. Commenced Laboratory Safety Program review with Dean of Sciences Office.

Risk Management

- Completed Review of HR Policies.
- Completed risk register for Phase 2 – Design Phase of the Chip & Shannon Wilson School of Design project.
- Began to develop strategic Risk register with Risk Management Steering Committee.
- Completed risk register for Brewery Operations Program.
- Submitted Organizational Risk Reports to Board committees.

Emergency Planning

- RFP for Mass Notification System posted on BC Bid and vendor should be awarded mid-November.
- Developed an Emergency Planning Committee and invitations for representatives were sent out. Meetings will begin to get scheduled starting in mid to late December or early January.
- First draft of emergency plan has been developed and will be presented to Emergency Planning Committee. Work on the Crisis Communication Plan has been scheduled to begin with Marlyn.

Security

- RFP for Campus Security Contract completed and posted: 21 replies 4 companies shortlisted. Interviews conducted on November 3, 2014.
- PPM 2000 (Data collecting and reporting system) Fully integrated into KPU. All security officers have been trained on reporting system and are submitting their Incident Reports through PPM 2000.

- ProActive ReSolutions Violence Risk Assessment and Management Workshops on the HCR-20V3. Event confirmed to be held at KPU and given the go ahead.

Information Education Technology (IET)

1. **ApplyBC**
   Working with the University Transition Team to implement KPU's new generation online application system named ApplyBC. This initiative represents a significant milestone delivery for the University Transitions program. Scheduled deployment is on schedule for November 1, 2014.

2. **Enterprise Address Verification.**
   Implementation of address cleansing software to improve validity and increase accuracy of the addresses stored in KPU systems. Benefits include productivity increases, reduced waste and lower costs associated with address maintenance. KPU Enterprise address cleansing application implementation deployment is planned for Dec 1 2014.

3. **Lean Thinking**
   Hosted Green Belt Training in Oct where Value Stream Mapping Kaizens were conducted to streamline the Course Outline Development process, Co-op and Career Services, Trades Apprenticeship Admissions process and the Trades Apprenticeship Wait-listing process. Lean 101 training was conducted for the Co-op department.

4. **Network infrastructure upgrade**
   Completed preparation of the RFP which is expected to be issued by October and deployment of the new network to begin in Spring 2015.

5. **IET Internal Audit**
   The IET Internal Audit is underway with the completion of the first phase - network security scan. Further work to audit the internal IT General Controls will be conducted in November.

6. **IET Strategic Planning**
   IET Strategic Planning process is in progress with the goal to publish the strategic plan by January 2015.

Facilities Services Accomplishments

August 25, 2014 to October 27, 2014

PROJECT	COMMENTS
Capital Development (includes planning, design, renovations and new construction)	
Chip & Shannon Wilson School of Design Building	Negotiations continuing with lowest bidder to identify scope changes to bring the project to the pre-tender budget.
Langley - Brewing Instructional Lab.	Foundation and servicing work complete. Concrete blocks walls are being placed with structural steel and roof work coming in November. Project is currently within budget and schedule.
Surrey - Future Students office.	This entry and office renovation project is now complete.
Richmond – Refurbishment Phase 2	Smoke evacuation test approved by City of Richmond. The project has reached substantial completion.
Langley - Sidewalk installation.	Contract has been awarded to Inter-Pave Precast Systems. The project is to create two new sections of sidewalk off Glover Road improving pedestrian safety as well as repair an accessible ramp.
Environmental Activities	
2014 BC Hydro Power Smart Excellence Awards	KPU received the 2014 Power Smart Excellence Award in the Leadership Excellence award category, Hydro's highest level of recognition. This is KPU's 7th leadership award from BC Hydro for accomplishments in energy conservation. http://www.kpu.ca/sustainability.

Horticulture Boiler Replacement	*KPU received Carbon Neutral Action matching funding from the provincial government to replace the large single Horticulture boiler with 5 smaller condensing boilers providing improved energy savings, greater demand control, and reduced future maintenance costs. Project is substantially complete.*

Campus Renewal and Safety

Leak, Richmond Campus Physics Lab	*Facilities responded to a significant leak in the third floor Physics lab, Richmond campus. Disconnection of services and removal of the cabinetry was completed to ensure the area was repaired and safe for occupancy. The leak was determined to be caused by a flashing detail on the roof.*
Cotton Wood Trees, Langley campus	*Pruning of the large cotton wood trees on KPU property adjacent to the Gateway of Hope was completed to ensure protection of pedestrian and vehicle traffic in the area.*

Facilities Operations

Real Estate Inventory	*The Provincial Government developed an Inventory Policy for Real Property earlier this year and part of the Policy requirements is for institutions to maintain inventory records for all properties. Facilities, with the assistance of Finance, gathered all of the necessary KPU information and submitted it to AVED via the Provincial Single Inventory System.*

Recruitment	*Recruitment processes have been concluded for the following roles:* • *Manager, Capital Projects position funded by KSA MOU.* • *Interior Design position* • *Design Assistant position* • *Design Assistant (Temporary)* • *Facilities Assistant*
Parking Lot Repainting	*As part of the annual maintenance routines, parking lot lines, curbs, and stop bars were repainted at the Cloverdale and Surrey campuses.*
Facilities Inventory System, (FIS)	Completed and submitted the 2014 Facilities Inventory System (FIS) to the Ministry of Advanced Education. This annual submission required by October every year is a complete data base of the university's space inventory including descriptions of each room, their size, and their current functions.
Surrey Campus, Cedar Building sewer back up	*In the late evening, Facilities responded to backing up sewer water in the main floor washrooms, kitchen areas, and janitor closets of Cedar building during a large rain storm in September. Plumbing and Custodial contractors were called in to support front line teams and ensure drain lines were clear and areas sanitized afterwards.*

The Office of Advancement

Marlyn Graziano, Acting Chief Advancement Officer,
Director External Affairs
Division of University Advancement

Development Office

We are on track to set a record for donations for the eighth consecutive year with total gifts up over 30% so far this year compared to last year's total.

New Major Gifts Confirmed or Received

$ 9,000.00	Y.P. Heung Foundation Award
$ 5,000.00	West Coast Education – Absolute Achiever Award
$ 5,000.00	Euro-Rite Cabinets Award
$ 5,000.00	Quality Cabinet Manufacturing Award
$ 5,000.00	Coastal Pacific Xpress Award for Academic Excellence
$ 5,000.00	Houston Landscapes Award of Excellence
$ 5,000.00	Pan American Nursery Award
$ 5,000.00	Morris & Patricia Anderson Social Justice Award
$ 5,000.00	Metasoft Systems Award
$ 7,500.00	The Tom C. Allen Award in Social Justice
$ 5,000.00	Isidore Landscapes Award
$ 5,000.00	Bartlett Tree Expert Award
Payroll Donor	Marlyn Graziano - PR Award
Payroll Donor	Marlyn Graziano - Journalism Award
Payroll Donor	Marlyn Graziano - Access Award
Payroll Donor	Marlyn Graziano - Science Award
Payroll Donor	Marlyn Graziano - Trades Award
Payroll Donor	Donald Reddick Award
Payroll Donor	Sal Ferreras Award
$40,000.00	Finkelstein Financial Services International Student Global Achievement Awards
$ 5,000.00	The Ed Coates Memorial Foundation Business Award

$ 5,000.00	The Ed Coates Memorial Foundation Trades Award
$ 20,000.00	BC Plant Health Care Endowed Award
Payroll Donor	Sal Ferreras Endowed Award
$ 60,000.00	Finkelstein Financial Services International Student Global Achievement Endowed Award
$ 20,000.00	Project Bloom Endowed Award

Major Projects

Several major capital projects have been identified for fundraising and are in different stages of development and prospecting. Our fundraising focus for the next 18-30 months will be on these projects.

The OoA and Fundraising Committee are launching a 2014/2015 Fundraising Priority Project & Special Events Introduction to assist with individual prospect identification.

External and Government Relations

We continue to leverage opportunities to increase exposure and promotion among key influencers. These include politicians, news media, business/industry and the non-profit sector. Key activities:

Events attended

Major and significant presence organizing the medical clinic for the 2014 BC Seniors Games in the Langley. Marlyn Graziano chaired the medical directorate and was joined by KPU's Corry Anderson-Fennell, Connie Klimek and Carol Hansen. Seniors Games planning began in the spring with regular meetings and organization events, and culminated with five intensive days on site Sept. 9 to 13 at the Games running the medical clinic and all the venue medical stations.

Numerous community events, including South Surrey White Rock Networking BBQ, Richmond Chamber of Commerce summer mixer, Sunrise Rotary Fireside Chat, Sunrise Rotary elementary school breakfast program.

ITA announcement for BC Lions support for Lions in the House program, where players speak to elementary school children about opportunities in the Trades. The announcement featured three KPU Tech students, who spoke alongside Shirley Bond, Minister of Jobs, Tourism and Skills Training, Education Minister Peter Fassbender and Advanced Education Minister Amrik Virk.

Innovation Boulevard Executive Storytelling Workshop and communications committee sessions.

Endurance Wind Power/Foresight Cleantech Accelerator announcement also attended by Mayor Dianne Watts, company CEOs, Alan Davis and Shawn Erikson, local print and broadcast media.

Blistering tribute to Bill Good, hosted by Vancouver Board of Trade, attended by major media, business and entertainment figures.

Innovation Boulevard milestone celebration.

City of Surrey annual Energy Awards.

Semiahmoo Arts Party on the Pier.

Vancouver Board of Trade Leaders of Tomorrow orientation evening (emcee), attended by many local business leaders, as well as board members and directors of the Vancouver Board of Trade.

Darpan Awards of Excellence attended by Premier Christy Clark, Mayor Dianne Watts, Surrey city councilors.

Mayor's Charity Ball, Surrey.

Red Serge Gala, South Surrey.

Fraser Institute's Tribute to Chip Wilson.

BC Economic Forum, with Minister Bond and Premier Christy Clark.

Fall convocation.

Events hosted

Margaret Westerman memorial at KPU Surrey

Car Free KSA (in partnership with the KSA)

Sustainability Day at KPU Surrey and KPU Richmond

Communications/Media Relations

New@KPU

New@KPU, Kwantlen's new monthly electronic employee newsletter launched mid-August. The newsletter is delivered via email to all 1,800-plus employees and is basically a roundup of information featuring KPU: in the news, events, activities around campus, awards, advancements and promotions and a message from the president. Approximately 40 per cent of the content is original. Readership was 564 opens for the first edition and 471 for the second edition.

University Transitions Project

Working with TAG, developed and posted all the content for the new online Admissions guide on the KPU website in advance of the Nov. 1 launch of the new ApplyBC site. The online guide contains all the information students need to know about our new undergraduate English proficiency requirements, the Pathway program and other positive changes resulting from the University Transitions Project.

InTouch

Content for monthly alumni newsletter.

Provided overview of KPU's policies and practices around cases of sexual assault in response to two major national media outlets.

KPU Media Coverage – August 1 – October 24, 2014

KPU was covered by all local community papers in Richmond, Surrey and Langley multiple times, and positive news stories featured prominently in *the Province*, *The Vancouver Sun*, *BCBusiness, Metro Vancouver's* 'Learning Curve' and the *Georgia Straight*. There was also significant institutional media coverage by leading local ethnic media, including the *Indo-Canadian Voice*, *South Asian Link* and *Sher-E Punjab* radio.

The newsroom portion of KPU's website now features a three-month archive of weekly KPU in the News updates. Media professionals and the general public are now able to view a regularly updated collection of positive, published news stories about the university, and its faculty, students and alumni.

KPU distributed a total of 36 news releases and media advisories:

- August: 11 news releases

- September: 12 news releases
- October (up to Oct. 24): 13 news releases

Coverage was received on more than 617 occasions:

- August: 220 mentions (approx.)
- September: 238 mentions (approx.)
- October (up to Oct. 24): 159 mentions (approx.)

A sample of KPU's most relevant and newsworthy stories:

Date	Story	Source
22/10/2014	• Meet Dr. Rajiv Jhangiani: a key player in B.C.'s open textbook push	Indo-Canadian Voice, South Asian Link
17/10/2014	• Aislinn Hunter loses herself in another world	North Shore News
14/10/2014	• Kwantlen Polytechnic University student's efforts lead to $50,000 in horticulture scholarships	The Vancouver Sun (two articles), Greenhouse Canada
06/10/2014	• Boston Pizza cofounder becomes new chancellor at Kwantlen Polytechnic University	Georgia Straight, Peace Arch News
09/2014	• *News coverage of honorary degree recipients*	Surrey Leader, Surrey Now, Indo-Canadian Voice, Darpan Magazine, Sher-E Punjab Radio (two interviews)
26/09/2014	• B.C. colleges and universities focus on experiential learning, community engagement	The Vancouver Sun
27/08/2014	• B.C. looks to re-haul post-secondary to meet the needs of LNG	BCBusiness

The following is a list of KPU news releases that generated media coverage. This does not represent the number of times each story was picked up, as many were picked up several times:

- A second outstanding program award for The Philosopher's Teahouse
- Meet Dr. Rajiv Jhangiani: a key player in B.C.'s open textbook push
- The worldwide environmental issue that almost affected all of us
- Green collaboration will sprout new ideas, new tech
- Supporting students who aspire to grow healthier communities
- Assisting refugees with post-secondary access

- KPU at centre of latest developments in Surrey's cleantech industry
- KPU alumna named Top 40 Under 40
- KPU names new chancellor, awards four honorary degrees
- Anatomy of a global environmental issue that could have affected everyone
- Kwantlen partners with Knowledge Bureau to expand tax, accounting, financial courses
- TEDx is bringing ideas worth spreading to Kwantlen Polytechnic University
- Green Wednesdays are back at KPU
- New partnership backs contractors with business skills
- Hospital foundation president to be awarded honorary degree by KPU
- A summer of Harvard and humanitarianism
- KPU awards honorary degree to chancellor
- KPU partners with VIFF to launch KDocs documentary film festival
- KPU to award honorary degree to former superintendent Mike McKay
- KPU launches first set of professional studies
- Surrey Mayor Dianne Watts to receive honorary degree from KPU
- KPU Chorus wants to hear from community talent
- Langley Hospice Society gets a fantastical facelift
- International activists, academics gather in Richmond to discuss big ideas
- KPU business student a rising star at Canada's top creative
- "Tribute to Mandela" celebrates 20 years of South African independence
- When transitioning to university – It's About U

Alumni Relations

Fall Convocation

Alumni Relations had a presence at the KPU convocation receptions following the convocation ceremonies. The fall convocation celebration event was held post convocation on October 3 in Surrey. The event was the second event piloted by the KPUAA and executed by Alumni Relations. Twenty-two alumni gathered for the event and networked. The event was for new graduates and all alumni.

Generating Revenue and Fundraising

The Alumni Office has explored initiatives to raise money for alumni programs as well as raise money from alumni to support KPU foundation's charitable endeavours. The inquiry for resources to support the revenue generation are still in the inquiry stage within the university.

Alumni Speakers

Three alumni speakers have been recruited to present at the Richmond Open House for prospective students.

Policy

Alumni Relations has drafted a policy for KPUAA to review to and promote rewards and discounts for alumni in a timely manner.

Since the last report, the Alumni Association

Is gearing up for the upcoming online election from November 3 – 13. The AGM is scheduled for November 17.

Reviewed and endorsed candidates for the election.

Has reviewed the nominees for the Distinguished Alumni Awards and has recommended the winner(s) to the board for final consideration.

Is finalizing a renewal of its affinity partnership with Coast Capital Savings.

Has met with KPU to explore areas that require financial support to support the association's and the university's vision.


Marketing and Recruitment

The marketing and recruitment departments have been busy planning for recruitment season, developing new marketing materials, researching and reviewing recruitment activities and putting procedures in place to keep everyone focussed on our goals.

With both departments undergoing much change in the past months, we are now nearing completion of building the teams within the 2 departments.

Recruitment

The Future Students' Office (FSO) entrance wall has just been renovated. The door was moved to make it more visible as a prospective student walks by from the Surrey Main entrance. We have received many positive comments in just one week.
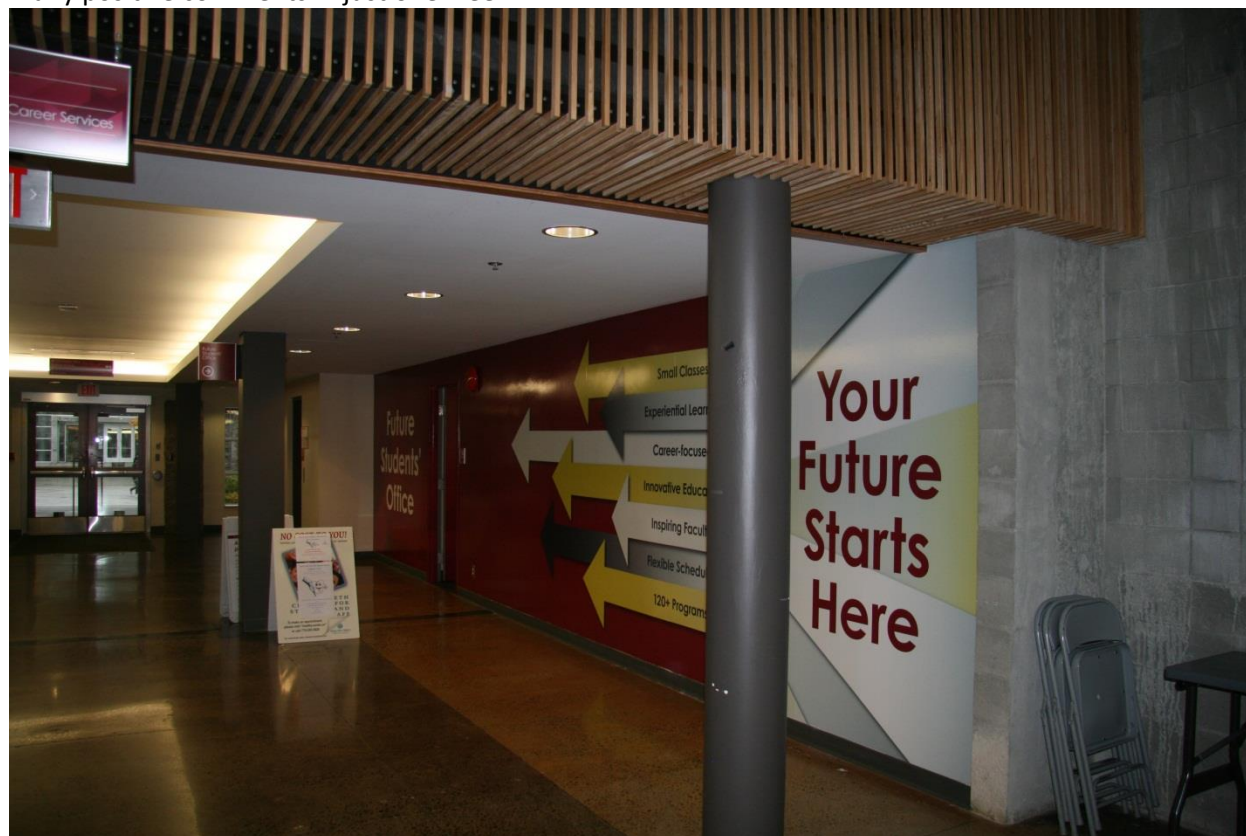
Our 5 new recruiters are busy with heavy recruitment season upon us. KPU belongs to 2 groups; Post-Secondary Institutes of BC (PSIBC) and Canadian University Events (CUE), Between scheduled high school visits for those groups and those we book on our own, the recruiters will be conducting over 200 high school visits in the lower mainland between Sept and Dec 2014.

In addition to the high school visits, there are a number of ongoing activities and new initiatives the FSO is undertaking in the coming year:

Current Activities:

- Extensive high school visits in BC (fall and winter)
- Career & Planning 10 workshops (spring)
- Course registration calling campaign (CRCC)
- Communications: email, phone, social media, LiveChat
- Campus tours
- Events: Surrey Open House, Discovery Day
- Application & registration workshops
- Weekly drop-in advising
- Counsellor engagement: Counsellors' Conference, breakfasts, E-Newsletter

New Initiatives:

- Pilot partnership with Faculties
- New markets: college transfer, mature, alumni
- Dual credit pathways expansion (new Faculties and new school districts)
- Conversion activities
- Information Evening (target: applicants)
- New events: Richmond Open House, Langley Open House, Athlete's Discovery Day
- "New" regions: Okanagan, Alberta, Toronto
- Follow up high school visits (Spring 2015)
- Consistent presence at other campuses
- Website revamp
- Future Students' E-Newsletter

Marketing Services

Following is a summary of the major KPU marketing initiatives running currently. These are general branding and awareness campaigns running for the 2014/15 year:

Radio

Sonic 104.9 FM, 30 second spots

TV

7 second CTV News sponsor spots
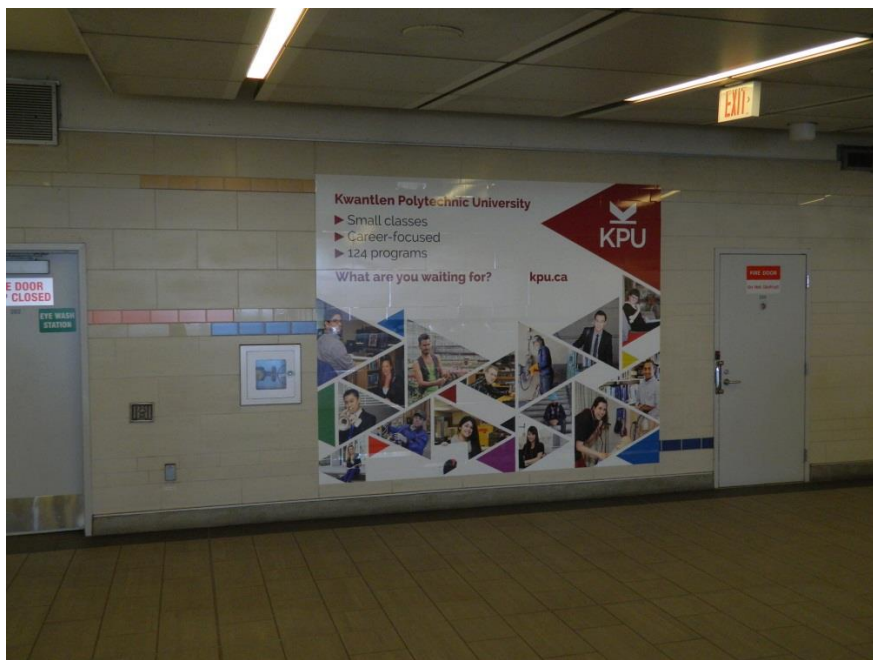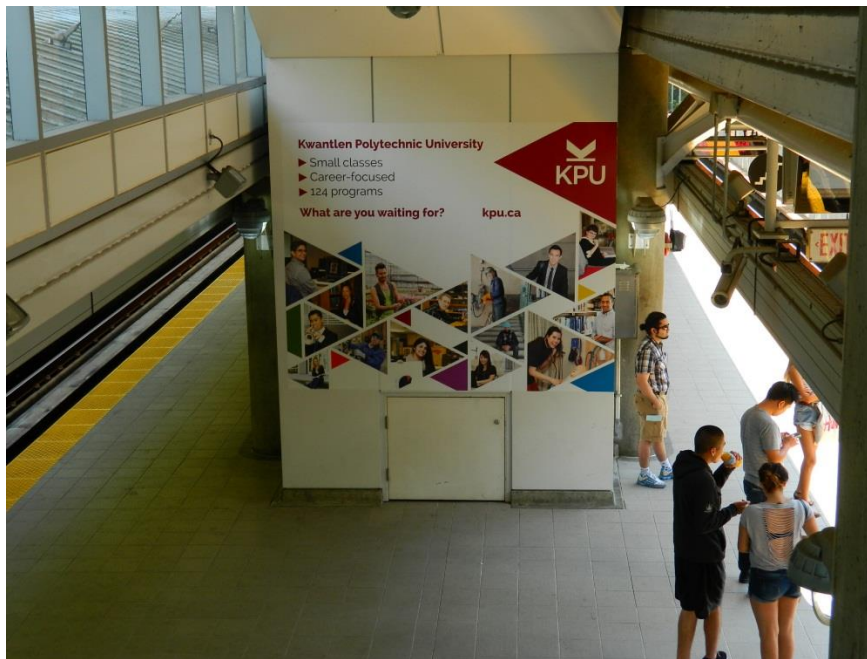
5pm, 6pm, noon, 11:30pm

Transit Bus Shelters

Surrey, Richmond, Langley, Vancouver, Burnaby, New West

SkyTrain Wall Murals

- King George Station 11' x 16'

- Granville Station 15' x 16'

- Burrard Station 10' x 12' & 10' x 8'

- Granville Station 8' x 20' & 8' x 20'

Guildford Mall

- Branded KPU Murals in select locations within Guildford Town Centre

- KPU branded vinyl decal wraps on escalators

- KPU branding on the Guildford Town Centre locker system

- KPU branding on mall directory screens

- 2 Open House events in Guildford Town Centre's Centre Court

- $1000 Guildford Town Centre scholarship to a KPU student

- Print, social media and website promotions and advertising with Guildford
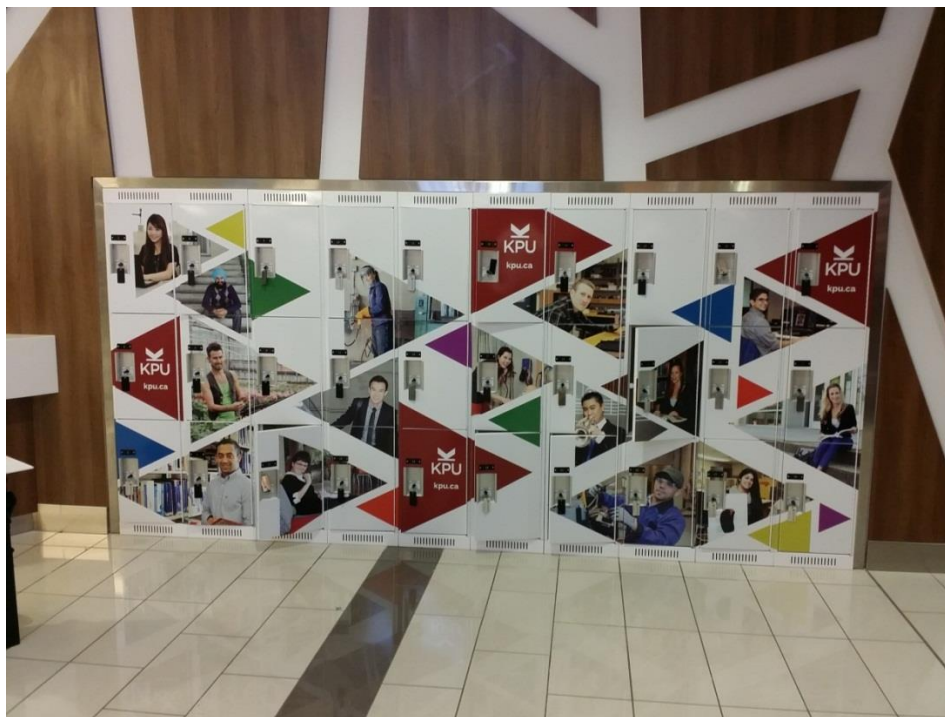
KPU.ca

We are continuing to improve our website and most recently added applications to track errors and broken links. Reports are being compiled monthly and sent to content managers in every faculty and department with deadlines to correct errors. In addition, we have just added analytics and reports that are sent to each faculty and department monthly so they can review the website traffic on their pages.

The valuable information in these reports will assist us in ensuring KPU.ca is up to date and relevant to the needs of our target audience. As we strive to provide information on our website that is easy to access, complete and up to date, we can look to such reports to guide us to continual improvement.

Marketing and Recruitment Summary

Much change has been undertaken in the marketing and recruitment departments. We strive to meet the needs of the university and reach our target market of prospective students with the goal of increasing enrolments.

By coordinating marketing and recruitment campaigns and resources, we are better serving KPU and future students through consistent, professional messaging, promotion and brand awareness internally and within all the communities we reach out to.

In time, with consistent branded promotions, our KPU brand will continually increase in value and we will become the brand of choice for prospective students.

Institutional Analysis and Planning

- ➢ **Reports posted to the IA&P website:**
  - Summer 2014 Summary
  - Academic Year 2013/14 Summary
  - Summer 2014 Grade Distribution Reports
  - Academic 2012/13 Grade Distribution Reports

- ➢ **Surveys Administered by IAP:**
  - Faculty Handbook Survey
  - Assessment of Interest in possible new Human Services Program
  - Faculty of Health Open Office follow-up survey

- ➢ **Surveys Administered on behalf of IAP:**
  - Community Perception Survey: Data collection by IPSOS completed in October; Report outline expected from Hanover Research by Oct 31
  - National Survey of Student Engagement (NSSE): Reviewing and synthesizing reports, preparing for posting

- ➢ **Other Research Conducted on Request:**
  - Section Size and Waitlists: Major analysis of section size, fill rates and waitlists conducted
  - In-depth analysis of repeats
  - Faculty of Health Open Office Research: Facilitation of a focus group as part of the longitudinal study of FoH's open office space

- ➢ **Ad hoc data and information requests to IAP Filled:**
  - September: 8
  - October: 13

- ➢ **Performance Reporting on Vision 2018:**
  - Submitted September 2014 performance report to Board
  - Working with Board Governance committee on setting appropriate targets for future reports

- ➢ **Ministry of Advanced Education Submissions:**
  - Prepared submission for CDW; approved by the Registrar and submitted on October 22.
  - Submission approved by the Ministry on Oct 23

- ➢ **Retention Analysis:**
  - Consultation with IET about data extraction completed
  - Data extraction being tested by IET with expectation of providing data in November

➤ **Student Appraisal of Instruction Survey:**
  ▪ Up-graded survey software to Class Climate 6; testing completed
  ▪ Deans received interactive Dashboard Report summarizing AY 2013/14 survey results for their faculty, covering a total of 761 instructors

➤ **Program Review:**
  ▪ Reviews are underway in the following programs:
    o Business Management Diploma / Business Administration Diploma (BUSI)
    o Computer Aided Design Drafting (CADD)
    o English (ENGL)
    o Entrepreneurial Leadership BBA (ENTR)
    o Fashion Design & Technology (FASN)
    o Human Resources Management BBA (HRMT)
    o Legal Administrative Studies (LGLA)
    o Music (MUSI)
  ▪ Surveys:
    o Surveys in draft for CADD & BUSI
    o Surveys in draft / programming online for ENTR & HRMT
  ▪ Steps completed, reports, etc.:
    o BTech-IT Action Plan (revised) to SSCPR September 24 meeting
    o HORT 1-Year Follow-up to Action Plan to SSCPR September 24 meeting
    o FASN Self-study and list of External Reviewer candidates to SSCPR for October 22 meeting
    o ENGL Action Plan to SSCPR for October 22 meeting
  ▪ External Accreditation:
    o Assessed the situation with respect to how to align external accreditations that have been completed with the program review requirements.
    o Made recommendation to the Senate Standing Committee on Program Review, which was approved, that completed external accreditations cannot be retro fitted to meet program review criteria and that in the future program reviews will be scheduled to coincide with the external accreditation to achieve efficiencies for both process and ensure the criteria for both are addressed at the same time.
  ▪ Process and Procedures:
    o Revised the Program Review Self-Study Guide
    o Developing the process for Institutional Response component of the program review policy

➤ **Skills Gap Planning:**
  ▪ Analysis of NOC-CIP data to help identify programs for KPU's plan for 2014/15
  ▪ Draft plan for 2014/15 developed in consultation with VP Finance, VP Academic and President
  ▪ Plan due November 3

➤ **IAP Strategic Planning:**
  ▪ Held strategy planning session with IET on business intelligence tools

➤ **Various IAP Staff Participated in the following Training/Professional Development Activities**:
  ▪ Canadian Institutional Research and Planning Association

- Senior Academic Administrators Discussion Forum: Sharing Experiences on Learning Outcomes Initiatives within BC Post-secondary Institutions

➢ **IAP Staff Participated on the following internal committees**:
  - Transition Advisory Group
  - CDW Working Group
  - Academic Council
  - Administrative Council
  - Standing Committee on Academic Planning and Priorities
  - Senate Standing Committee on Program Review (2 people)
  - SEM Summit
  - Banner Functional Management Team

➢ **IAP Staff Participated on the following external committees:**
  - BC Student Outcomes Technical Team
  - BC Student Outcomes Bachelor Graduate Survey Communications Team
  - Vital Signs Surrey Leadership Committee
  - Innovation Boulevard Metrics Committee

University Secretariat

University Secretariat

During the period covered by this report (September 1, 2014 – November 3, 2014) General Counsel supported the work of each of the units of the University Secretariat (University Governance and Policy Group, Student Risk and Judicial Affairs, and Freedom of Information and Protection of Privacy) and provided legal advice to the Board and senior administration at KPU. Detailed reporting of such legal advice is not included, given the public nature of this report.

A brief outline of the work undertaken by each of the units within the University Secretariat during the reporting period follows.

Shelley Wrean
General Counsel

University Governance and Policy Group

The University Governance and Policy Group has organized, supported and followed up on at least 36 Board, Senate and Board/Senate committee meetings during the reporting period, has attended a number of other meetings and has organized a number of other events.

We have begun a project to re-number and re-format all current policies. The policy website will be revised once the underlying work has been concluded.

The Group is re-designing its system for logging and storing Memorandums of Understanding.

The Group participated in a LEAN project, reviewing the course outline development process and suggestions were made for improvement in the process. We are looking into the next steps involved with implementing some of the suggested improvements.

Student Risk and Judicial Affairs

Cases

The Office of Student Risk and Judicial Affairs (OSRJA) received 6 new cases during the reporting period. In addition to these cases OSRJA was consulted on another 15 incidents which did not constitute code violations but required OSRJA's assistance, assessment and/or guidance.

Ongoing work continues on previous cases.

OSRJA Administration

Members of the OSRJA team are working with other post-secondary institutions in organizing the annual BC Post-Secondary Administrators Roundtable planned for April 2015, and participated in the revision of the Alcohol on Campus policy and in the review of the Student Identification policy.

Members of the OSRJA team also presented an overview of student conduct and the role of OSRJA to eight different classes in the Trades Faculty.

Behaviour Intervention Team (BIT)

There have been 9 BIT referrals during this time, resulting in a meeting with one student and ongoing monitoring of the others.

Student Risk Management

Ongoing work continues on development of various templates for community learning experiences in collaboration with the department of Organizational Risk.

Freedom of Information and Protection of Privacy

FOI Access Requests

Work continues on a number of requests from the previous reporting period. Five new requests during the current reporting period were received.